EMA Monthly Highlight Report (digested version)
SEPTEMBER 18

Overall Programme Status

The Programme progresses well, according to schedule and budget. Good engagement with all stakeholder groups continues. September marked the start of the majority of schools beginning the move to electronic submission, feedback and grading. Communications have been issued, as well as guidance on eSFG Roles & Responsibility via SDTLs. An online map for supporting resources is also now available.	**Previous:**	Green
Preparation and testing for inclusion of PGT and Foundation sub modular marks in RISIS for autumn is on track. Design for integration continued, with fixes for the bugs found due to be ready for testing in early October. Workshops to progress the design and development of the Student Progress Dashboard with the supplier have commenced and progresses well.	**Current:**	Green

Workstream Status

eSFG (electronic submission, feedback and grading)	Previous:	Green	Current:	Green

Detailed eSFG workshops with schools have mostly completed, with some follow-up sessions on internal and external moderation to be conducted in October. A number of internal moderation scenarios have been identified and corresponding flow diagrams mapped. Training sessions for Programme Administrators and Academic Staff is well underway and communications issued, including guidance on eSFG roles and responsibilities. Training and one-to-one support sessions continue. It is anticipated that lots of queries will arise during October and November, and care will be taken to work through specific scenarios as they emerge.

Core Systems – Sub Modular Marks	Previous:	Green	Current:	Green

Preparation and testing for inclusion of PGT and Foundation sub modular marks in RISIS for autumn is on track. The first of a series of sessions were held with Tribal consultants to support this. This focused on "fixes" to the under graduate mark schemes and addressing issues identified during the exam period. The subsequent sessions will focus on developing the mark schemes for PGT and Foundation sub modular marks to complete during Autumn.

Core Systems – Integration	Previous:	Green	Current:	Green

Development continues according to plan. There is still risk around the resolution of system bugs and timeline for delivery, which is being carefully monitored on a daily basis. Fixes for bugs are due to be ready for testing for early October. A mid-gateway review will be held on 17th October to assess whether the dates are still achievable and if they are not, the impact and alternative options available.

Student Progress Dashboard	Previous:	Green	Current:	Green

A kick-off meeting for the Student Progress Dashboard was held on 25th September. Requirements were explored in more detail for feasibility, to enable detailed design and data modelling in October, with a view to provide mock-ups or an early prototype for early November.

Supporting Change for EMA	Previous:	Green	Current:	Green

A range of communications and engagement activities have continued during September, the most significant being the guidance issued for responsibilities relating to electronic submission, feedback and grading. 24 eSFG training sessions were run for Programme Administrators/Support Centres, and 36 Academic training eSFG sessions are planned during autumn, with optional one-to-one or school sessions available. On online map to direct staff to supporting resources is now also available.
The UoR hosted, "Remaking Marking" conference was successfully held with 74 attendees representing 34 UK HE institutions.
The first draft of the EMA Operating Model was reviewed with the EMA Programme Board.

EMA Programme on a Page

University of Reading

Today

End Of Phase 1 | Phase 2 Begins | End Of Phase 2 | Phase 3 Begins

Calendar Year	2017				2018				2019			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Key:
- ⭐ (green) Milestone On Track
- ⭐ (yellow) Milestone At Risk
- ⭐ (red) Milestone Overdue
- ☆ (white) Milestone Not Started
- ⭐ (black) Milestone Complete
- ▬ Project Duration

W/S 1: Change

- Support of all Change Activities
- Online Submission Protocols agreed
- Operating Model drafted
- Operating Model finalised/hand over
- Comms Strategy completed
- Service Continuity Procedures clarified
- Inclusivity review completed
- On Line Resources Live

W/S 2: eSFG

- Updated "Solution" Produced
- Early Adopter Roll Out
- Refinement of "Solution" and roll out approach
- Wider eSFG Roll Out commences
- eSFG Training
- Remaining eSFG Roll Out
- Ongoing Support and eSFG Reach Complete

W/S 3 & 3a: Core Systems

- SMM Reqs Gathering (UG)
- Phase 1: IFP SMM in RISIS
- Remaining IFP SMM in RISIS
- UG Assessment Patterns Into RISIS
- PGT in RISIS
- UG Tactical Marks Transfer Solution
- PGT/IFP Mark Entry Training
- Ongoing Support to SMM
- UG Mark Entry Staff Training
- RISIS>BB Integration live
- Integration scope/PID confirmed
- BB/Tii> RISIS Integration live
- Integration Hand Over
- Student and Staff Portal Screens Live

W/S 4: Student Progress Dashboard

- Requirements & Phases Defined
- MVP build and test complete
- MVP live/initiate further releases or handover

W/S 5: Learning Analytics

- Initial Exploration and Strategic Decisions
- Business Case ready/endorsed
- Handover to separate programme or close down