EMA MONTHLY HIGHLIGHT REPORT

Report Prepared By:	Shelley Connor	Current Programme RAG:	**Green**
Report Period:	1st – 31st Aug 2017	Last Programme RAG:	**Green**
Report Date:	1st Aug 2017	Predicted Next RAG:	**Green**
Report Version:	ISSUE 1.00		

SECTION 1 – PROGRAMME VISION

The EMA programme will, working in conjunction with other assessment and feedback initiatives, deliver sustainable and integrated policies, processes, practices and tools to support the delivery of an improved, consistent and seamless online assessment experience for academics, professional staff and students.

SECTION 2 – OVERALL PROGRAMME STATUS SUMMARY

	This Period	Last Period	Comments
Overall	**Green**	**Green**	The programme continues to progress well. Early Adopter Schools and Special Projects workshops are advancing well. Ongoing Core Systems work with the support centres and RISIS development is also progressing well and will mean that Sub Modular Marks recording and calculation will be available for the 2017/18 Academic Year. 2 Academic Partners started mid-August, and the remainder are briefed and ready to start in early Sept. 1 of the 3 Student Placements has been appointed and recruitment for the remaining posts will take place in September. The EMA Programme has now relocated to Harborne Building which provides a better environment for delivery.
Finances	**Green**	**Green**	There are no budget exceptions to report at this time. A budget reconciliation for 16/17 financial year has been completed and spend was on track.
Benefits	**Green**	**Green**	Benefits planning is now underway, with a formal benefits strategy and plan due in Q4 2017.
Stakeholders	**Green**	**Green**	Effective, ongoing engagement and communication continues despite a temporary gap in management of the Supporting Change for EMA Workstream, which will be resolved early September. A Change Impact Assessment is nearly complete, which will enable finalisation of the Change Management Strategy and update to the Engagement & Communications Strategy and Plans.

RAG: *Green: on track* Amber *= known and tolerable issues* Red *= work stopped or significantly over time, scope or budget, intervention required*

	This Period	Last Period	Achievements this period	Key Activities for next period	Comments
W/S 1: Supporting Change for EMA	Amber	Green	• Production of a Communications Calendar for all Programme Communications. • Further stakeholder analysis and change impact review. • Planning and consultation around the amendment/preparation of training resources to support eSFG training for Early Adopters. • 2 Academic Partners joined the Programme in the last week of August. • Invitations to EMA Webinar on new RISIS screens issued to T&L emailing list, ST Community of Practice and SDL/DTL COP, as well an update article on Engage T&L blog.	• New Workstream Project Manager starts 1st Sept, with first Workstream Board on 7th Sept. • Webinar on 11th Sept to walk through RISIS developments. • Finalise Change Impact Assessment and consult/communicate outcomes. • Finalise Engagement & Communications Strategy and sharing of Communications Calendar. • Update to EMA Website, including FAQs. • Finalise baseline metrics and benefits for the programme, ready for October Programme Board. • Creating of 2 new infographics to provide a consolidated view of what EMA will provide and when.	Remains at amber status until the new Workstream Manager in place and established. However, delivery specific communications and change activities continue and a Communications Calendar is now in use to ensure co-ordination across the Programme.
W/S 2: eSFG and Data	Green	Green	• Discussions have commenced to ensure occupational health, disability and accessibility impacts are fully considered • Workshop held to establish initial high-level reporting requirements as result of EMA and agreed to form a Special Interest Group (SIG) for Reporting. • Early Adopters and Special Projects workshops underway or planned, enabling enhancements/necessary tailoring of process. • Collaborative workshops held with TEL team to identify enhancements to training which will be tested with Early Adopters.	• Special Interest Group for Reporting planned, to identify additional reporting needs. • Finalise training plan with TEL for early adopter roll out. • Finalise processes for Early Adopters • Attend Head of School sessions/Staff days for SAGES, SAPD and IoE.	This workstream is progressing well. The consultations with Early Adopter schools are proving invaluable in testing and tailoring the core eSFG process and approach for wider roll out. Collaborative working with Schools, Support Centre and TEL team is creating a good momentum and effective sharing of practices across the project.
W/S 3: Core Systems	Green	Green	• The EMA Programme Board approved to include with the scope of EMA the completion of system changes required for the new Extenuating Circumstances policy. • All assessment patterns for (in scope) undergraduate modules successfully created in RISIS with minimal issues. • Module Convener screen development commenced.	• Resolve high priority issues from development and data load. • Commence testing of Module Convener screens. • Continue development of Extenuating Circumstances Workflow, TAT screen. • Finalise cut-over plan. • Confirm priorities of later developments e.g. PGT, Foundation, further screens and reporting.	This Workstream is progressing well and is now in delivery stage. Minor issues following upload of data and development being worked through. User Acceptance Testing (UAT) and training of the Programme Administration screens to maintain sub modular assessment is over half way complete, with 30 Programme Administrators taking part already.

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			• Comms, training and testing for Programme Administrators on submodular marks in RISIS. • EMA IT Project Manager joined the programme. IT liaison and scoping of IT dependencies and integration commenced		
W/S 4: Student Dashboard	**N/A**	**N/A**	• High level functional requirements gathering complete. • Comparison against potential data/information capabilities from RISIS developments conducted. • Comparison against potential Learning Analytics information capabilities (pending strategy) conducted. • End-to-end assessment data journey mapped. • Very high level architectural options identified	• Identify high level architectural options. • High-level assessment of dashboard requirements against identified architecture options. • Development of the pictorial "Roadmap" view of data availability for assessment information and analytics to demonstrate a phased approach. • Mapping of assessment journey exceptions	Work Stream due to commence January 2018 – however, initial discovery work around data architecture and requirements is progressing well. Discussions are underway to ensure recommendations are aligned with the wider Learning Analytics recommendations (early Oct) and the overall availability of assessment data as EMA progresses.
W/S 5: Learning Analytics	**Green**	**Green**	• Collation of consultation into summary reports and assessment of emerging requirements. • Comparison of requirements against potential data/information capabilities from EMA deliveries e.g. RISIS developments and Dashboard.	• Finalise options report draft. • Learning Analytics Work Stream Board scheduled for 25th Sept to review report before it is presented to Programme Board on 2nd Oct. • Collaboration with Dashboard Workstream to ensure synergies and overlaps are clearly articulated into the "Roadmap".	This exploratory project is on-course. All consultations have now been held and production of a summary and options report is in progress to be presented on 2nd October for the Board to confirm the preferred option aligned to strategic objectives.

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SECTION 10 - PROGRAMME ON A PAGE

EMA Programme on a Page

University of Reading

Today

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

	2017				2018				2019			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

W/S 1: Change
- Support of all Change Activities ★ (Milestone On Track)
- Communications Strategy and Plan Completed ★ (At Risk)
- New On Line Resources - Beta ★ (On Track)
- On Line Resrouces Live and Handed over to BAU ☆ (Not Started)

W/S 2: eSFG
- Updated "Solution" Produced ★ (On Track)
- Early Adopter Roll Out ★ (On Track)
- "Solution" Refinement ☆ (Not Started)
- Full Roll Out ☆ (Not Started)
- Ongoing Support and Reach Complete ☆ (Not Started)

W/S 3: Core Systems
- SMM Reqs Gathering (UG/PGT) ★ (On Track)
- PGT Add Reqs & Assessment Patterns Into RISIS ☆ (Not Started)
- UG Assessment Patterns Into RISIS ★ (On Track)
- SMM Auto Into RISIS from Bb (UG + PGT) ☆ (Not Started)
- Tactical Marks Transfer Solution ★ (On Track)
- Staff Training ★ (On Track)
- Pilot System Integrations In Place ☆ (Not Started)
- System Integrations Handed Over To BAU ☆ (Not Started)
- Student and Staff Portal Screens Live ★ (On Track)
- SMM Auto Into RISIS from Bb (UG) - Pilot ☆ (Not Started)

W/S 4: Feedback Dashboard
- Requirements Defined ☆ (Not Started)
- Beta Solution Available ☆ (Not Started)
- Final Solution Complete, Live and Handed Over to BAU ☆ (Not Started)

W/S 5: Learning Analytics
- Initial Exploration and Strategic Decisions ★ (On Track)
- Requirements Gathering and Pilot ☆ (Not Started)
- Solution Build and Handover to BAU ☆ (Not Started)

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

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