EMA MONTHLY HIGHLIGHT REPORT

Report Prepared By:	Shelley Connor	Current Programme RAG:	**Green**
Report Period:	1st – 31st July 2017	Last Programme RAG:	**Green**
Report Date:	7th August 2017	Predicted Next RAG:	**Green**

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.

OVERALL PROGRAMME STATUS SUMMARY

	This Period	Last Period	Comments
Overall	**Green**	**Green**	The programme is progressing well, with significant progress being made by all projects. An effective handover was given to the new Programme Manager. Recruitment of all Academic Partners to start in early Sept was successful. 1 of the 3 Student Placements has been appointed.
			Early Adopter Schools and Special Projects for eSFG (electronic submission, feedback and grading) have now been agreed and workshops are planned or underway. 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 for undergraduate assessments.
			Effective, ongoing engagement and communication continues and a review of the Stakeholder Engagement and Communications Strategy is underway to produce a full communications calendar as we enter the next busy stage of the programme.

PROGRAMME SUMMARY

Achievements this period:

- Completion of a full handover to new Programme Manager.
- Successful recruitment of 6 (part-time) Academic Partners to join the team for a year.
- Successful recruitment of 1 of 3 Student Placements to join the team for a year.
- New Junior BA (permanent member of staff) has started within the team.
- Early adopter schools agreed and finalised as SAGES and APD – communication circulated to Leaders for cascading. Initial workshops with both schools successfully held and excellent progress being made.
- Agreement from IoE and HBS of their involvement in special projects for the eSFG work stream.
- Consultation commenced on potential Occupational Health, disability and accessibility impacts.
- Continued RISIS development to build the enhancements required to support the load and display of Sub Modular Marks, as well as agreeing all specifications at a field level of detail
- First draft of assessment data successfully loaded into RISIS.
- RISIS User Acceptance Testing (UAT) and associated training planned.
- End of term communications activities to all around progress and next steps, in particular to formally announce the Early Adopters.
- Presentations/workshop given at Telfest, which were well received.
- Change Impact Assessment commenced to more thoroughly identify change management activities.
- Review of Stakeholder Analysis, Engagement and Comms Strategy and Comms Calenda commenced.
- Programme Board briefed on Learning Analytics exploratory project and agreed that outcomes and options will be presented in October for the Board to decide next steps/approach.
- Programme Board Risk Management Workshop scheduled (Sept).
- Reporting Workshop held with CQSD to identify an initial set of reporting requirements.

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

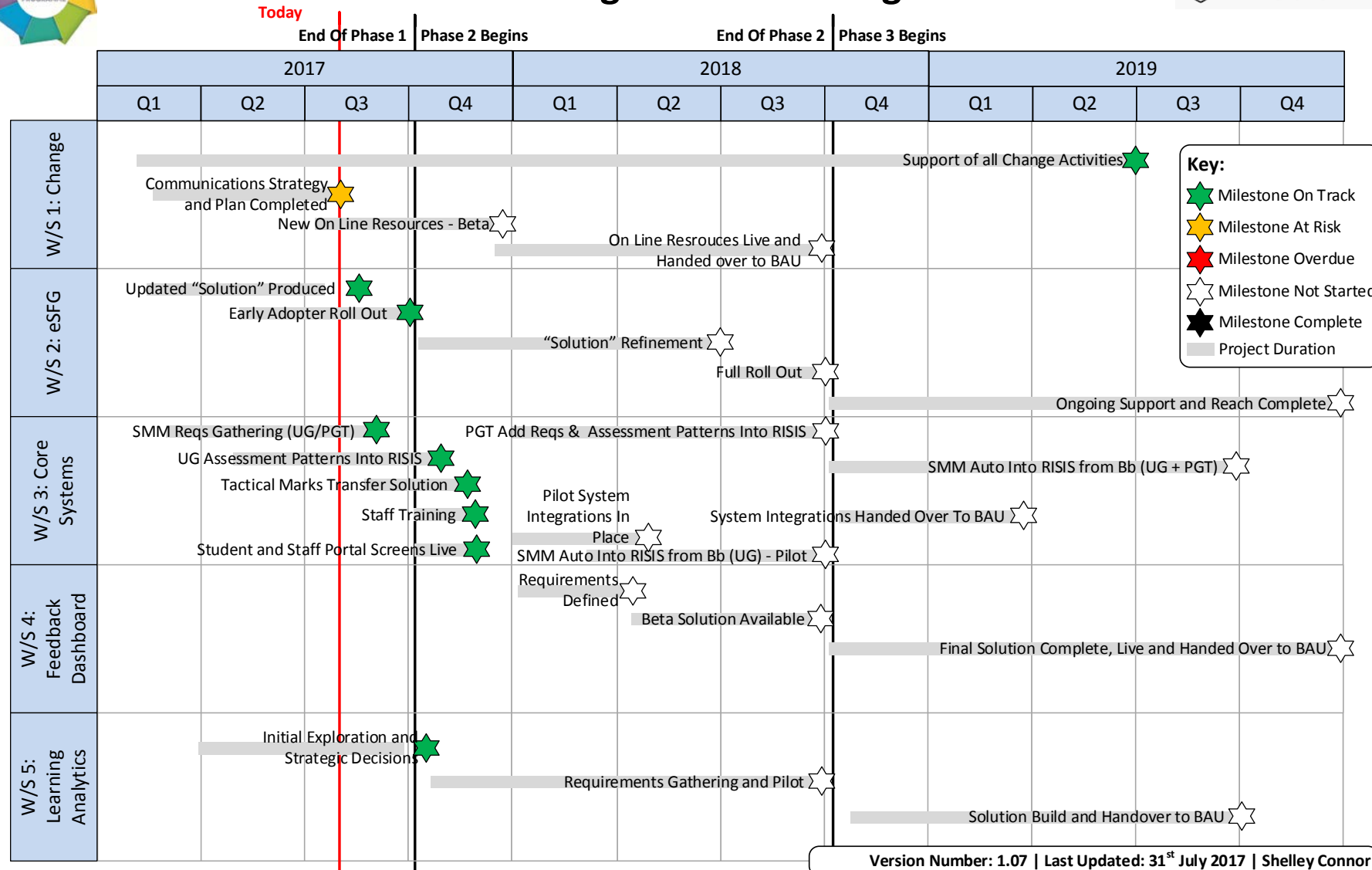| Key Activities for next period: |
|---|
| Relocation of the Programme team to a more suitable space. Some of the Academic Partners starting late August. Resources: EMA Training Manager starts on 7th Aug. EMA IT Project Manager starts 14th Aug. Disability and Accessibility Advisor/expertise commences 7th August (Aug – Oct). Completion of Change Impact Assessment and re-draft of Stakeholder Engagement and Comms Strategy and Comms Calendar. Completion of sub modular assessment data creation in RISIS (test system), programme administration RISIS functionality and a new Module Convenor RISIS screen. Key communications start. User Acceptance Testing (UAT) of new RISIS screens for Programme Administrators. Supplier consultancy to deliver new sub modular marks reports. Outcome of review of impact of recent changes to Extenuating Circumstance policy on current development to be brought to Aug EMA Programme Board. Re-advertise for remaining Student Placements. Initial consultation on requirements gathered so far for the Student and Staff Feedback Dashboard. Further consultation on additional reporting requirements. |

WORK STREAM SUMMARY

	This Period	**Last Period**	**Comments**
W/S 1: Supporting Change for EMA	**Amber**	**Green**	Moved to amber due to a gap in Workstream Management support meaning that change management planning is running slightly behind delivery. However this is being mitigated with minimal impact overall. A Training Manager starts on 7th Aug who will assist with planning and consultation around the production on-line EMA supporting resources as well as support imminent Core System Training and planning/consultation for eSFG training. The refined draft of the Stakeholder Engagement and Communication Strategy and the Comms Calendar will be prepared during August for the Supporting Change Workstream Board to review and agree further consultation. Progress has been made on defining baseline metrics and benefits for the programme, which will be finalised during August and September.
W/S 2: eSFG and Data	**Green**	**Green**	This workstream is progressing well. Early Adopters and Special Projects workshops are either underway or planned, enabling enhancements/necessary tailoring of process as well as testing the support approach and needs for a wider roll-out. Discussions have commenced with Occupational health to ensure occupational health, disability and accessibility impacts are fully considered – this will be followed up during August and Sept by the Disability and Accessibility Advisor and recommendations given.
W/S 3: Core Systems	**Green**	**Green**	This Workstream is progressing well. Initial load of assessment data into RISIS is in progress and User Acceptance Testing commences in early August which will also enable further data cleansing. New RISIS screens for Programme Administrators and Module Conveners are in development. In light of the recently revised Extenuating Circumstances Policy, this Workstream is reviewing the impact of sub modular marks development in RISIS to date and considering whether it should be included in planned systemisation - to be discussed at the Programme Board in August. Supplier consultancy has been secured for the rest of the year, timed well to ensure we have the most appropriate resources.
W/S 4: Student Dashboard	**N/A**	**N/A**	Work Stream due to commence January 2018 – however, initial discovery work around data architecture, requirements and

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			models is progressing well, with the intention to deliver recommendations to facilitate decisions on next steps on a similar timing as Learning Analytics (early Oct). This will include review of data availability and consultation of potential methods of surfacing data, alongside review of what MI will be available as a result of Core Systems delivery, to enable a "Data Roadmap" of availability of operational data, management information and analytical information.
W/S 5: Learning Analytics	**Green**	**Green**	This exploratory project is on-course. All consultations have now been held or arranged and summary consultation reports are in progress. It was agreed at the last EMA Programme Board to hold an extraordinary meeting on 2nd October to present findings and potential options, and for the Board to confirm the preferred option aligned to strategic objectives.

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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

Key:
- ⭐ Milestone On Track
- ⭐ Milestone At Risk
- ⭐ Milestone Overdue
- ☆ Milestone Not Started
- ⭐ Milestone Complete
- ▬ Project Duration

W/S 1: Change
- Support of all Change Activities
- Communications Strategy and Plan Completed
- New On Line Resources - Beta
- On Line Resrouces Live and Handed over to BAU

W/S 2: eSFG
- Updated "Solution" Produced
- Early Adopter Roll Out
- "Solution" Refinement
- Full Roll Out
- Ongoing Support and Reach Complete

W/S 3: Core Systems
- SMM Reqs Gathering (UG/PGT)
- PGT Add Reqs & Assessment Patterns Into RISIS
- UG Assessment Patterns Into RISIS
- SMM Auto Into RISIS from Bb (UG + PGT)
- Tactical Marks Transfer Solution
- Staff Training
- Pilot System Integrations In Place
- System Integrations Handed Over To BAU
- Student and Staff Portal Screens Live
- SMM Auto Into RISIS from Bb (UG) - Pilot

W/S 4: Feedback Dashboard
- Requirements Defined
- Beta Solution Available
- Final Solution Complete, Live and Handed Over to BAU

W/S 5: Learning Analytics
- Initial Exploration and Strategic Decisions
- Requirements Gathering and Pilot
- Solution Build and Handover to BAU

Version Number: 1.07 | Last Updated: 31st July 2017 | Shelley Connor

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