EMA Monthly Highlight Report (digested version)
APRIL 19

Overall Programme Status

The Programme continues to progress according to time, quality and budget. Support and training for all changes continue, and handover workshops have commenced to inform a thorough handover and transition. Discussions are ongoing in relation on the best approach and timing to implement the Student Progress Dashboard, which is currently at testing stage.	**Previous:**	Green
	Current:	Green

Workstream Status

eSFG (electronic submission, feedback and grading)

	Previous:	Green	**Current:**	Green

Support continues for schools that have adopted new or enhanced electronic submission, feedback and grading processes this year, as well as planning with remaining schools for Autumn 2019. Further follow-up sessions with SDTLs and DTLs are scheduled in May, to receive school specific feedback/queries and identify any additional support.
Enhanced communications are being produced, including an infographic, to ensure students understand how their mark may be updated during the academic year. This is being produced in collaboration with Support Centre Champions and will include input from RUSU.
A set of requirements are being developed for ePortfolios, and these are being reviewed against the current functionality available.

Core Systems – Sub Modular Marks

	Previous:	Green	Current:	Green

Support and knowledge transfer continues to Programme Administration and Exams teams to manage marks in RISIS. Work continues to collate procedures and handover documentation and identify any gaps in guidance. Enhancements to RISIS reports required to support the Exams process are nearly complete. Development and testing to resolve the slow notes field in RISIS has nearly completed, and it is anticipated that this will be implemented by mid-May. A paper is in draft for submission to DELT in June on how best to handle re-weighting of exempted assessments within the system in order to meet the differing needs of schools.

Core Systems – Integration

	Previous:	Green	Current:	Green

Post-implementation support is ongoing. Following a delay receiving part of the Integration update (to enable updates to assessment information to pass automatically from RISIS), this has now been received and is being tested. It is hoped that this will be resolved before the project closes on 14th May, although it is likely that there will be some small tasks remaining to manage to completion in business as usual teams when the project closes.
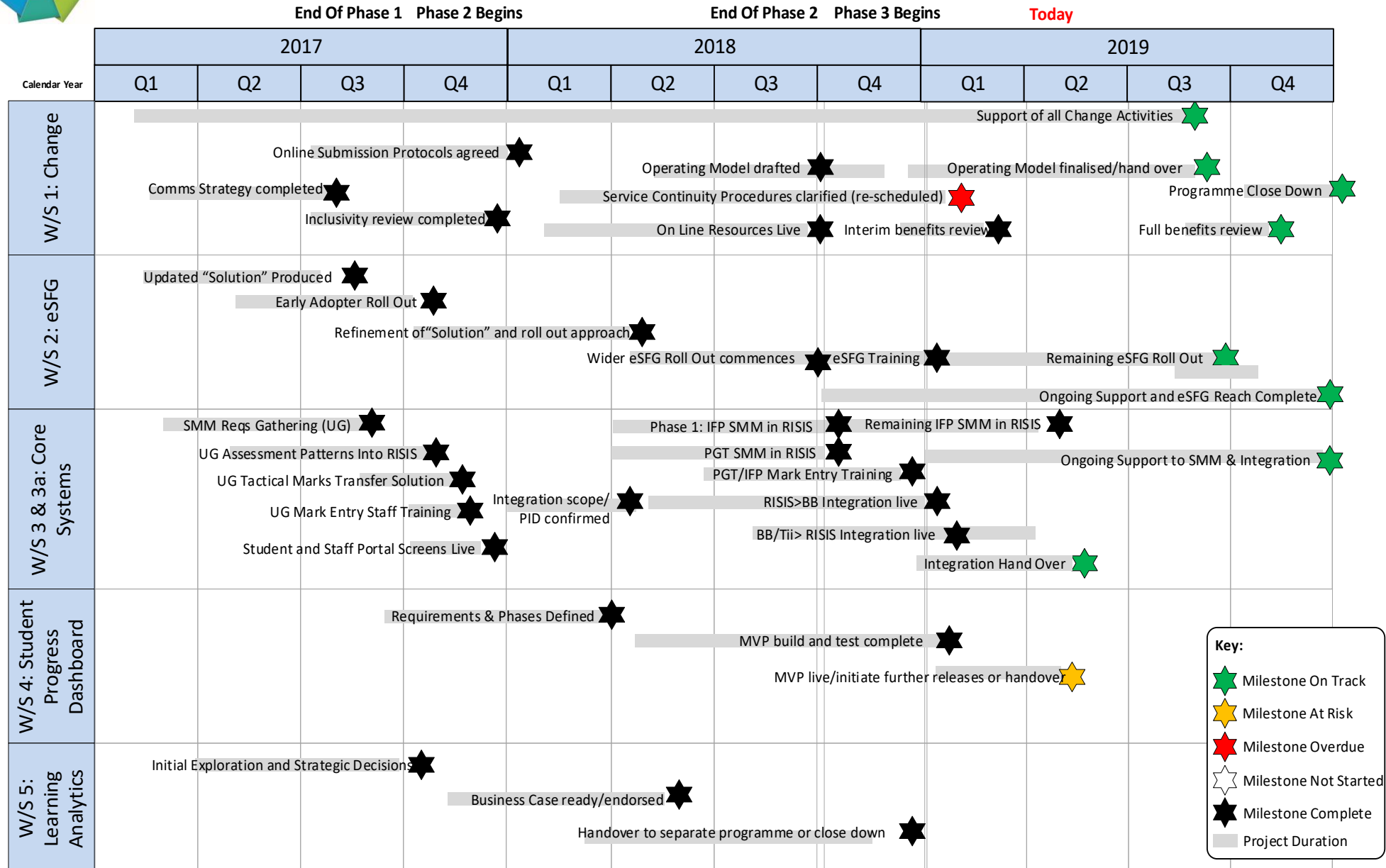
Student Progress Dashboard

	Previous:	Amber	Current:	Amber

The first tranche of UAT for the Student Progress Dashboard was completed. A further tranche of UAT is required and will complete early May.
The Workstream Board approved a new go-live date of 4th June, as well as the communications plan for roll-out. However, following feedback from DELT, a revised roll-out plan will be proposed to the EMA Programme Board, proposing to delay roll-out to students until autumn in order to enable increased guidance and communication to staff.

Supporting Change for EMA

	Previous:	Green	Current:	Green

A range of communication and engagement activities continued. This included a briefing note sent from Gavin Brooks to HoS, HoF and SDTLs, for cascade, outlining the future direction for electronic assessment at UoR. Handover workshops have commenced, stepping through the end-to-end process and involving Support Centre, CQSD TEL, Exams and SIS team members. These are intended to support a smooth transition, by resolving remaining questions or concerns, ensuring clarity on ongoing responsibilities and identifying any further guidance or actions required.

University of Reading — EMA Programme Timeline

Phase markers: End Of Phase 1 / Phase 2 Begins · End Of Phase 2 / Phase 3 Begins · Today

Calendar Year:

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

W/S 1: Change
- Support of all Change Activities
- Online Submission Protocols agreed
- Comms Strategy completed
- Inclusivity review completed
- Operating Model drafted
- Service Continuity Procedures clarified (re-scheduled)
- On Line Resources Live
- Interim benefits review
- Operating Model finalised/hand over
- Programme Close Down
- Full benefits review

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

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

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