EMA Monthly Highlight Report (digested version)
OCT 19

Overall Programme Status

The EMA Programme is in its final stage, and remains within budget, scope and timescales. All Workstreams are now closed, with the exception of the Student Progress Dashboard, which is due to close in December. Preparation for closure of the Programme has commenced, including plans for the handover of remaining documents such as those on the EMA Website. Feedback and lessons learned have been gathered throughout the Programme. These are now being collated and discussions planned with key stakeholders.	**Previous:**	Green
	Current:	Green

Workstream Status

Student Progress Dashboard	Previous:	Green	Current:	Green

Extremely positive feedback has been received following the launch of the Student Progress Dashboard to staff on 23rd September. Work is underway for student go-live mid-November. A proposal on a phase 2 to meet additional/emerging requirements will be submitted to the EMA Programme Board on 13th November.
The ATS project have been providing training to Academic Tutors in October and November and use of the Student Progress Dashboard has been incorporated into this. Full guidance was provided to staff, and communications for students are imminent, through a variety of channels.

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

This Workstream is closed. The Exams Subject Matter Expert remains seconded to the EMA Programme until the end of the year, but has moved to sit with the Exams team to ensure thorough knowledge transfer. 2 post-project activities are underway: the development of some recently identified additional reporting needs (nearly complete) and an infographic for students post will be communicated in November, to supplement existing information on what happens to the mark.

Core Systems – Integration	Previous:	Green	Current:	Green

This Workstream is now closed.

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

This Workstream is now closed.

Supporting Change for EMA	Previous:	Green	Current:	Green

This Workstream is now closed. Lessons learned that may be of use in future University change programmes and projects will be shared more widely before the Programme closes.

EMA Programme on a Page

University of Reading

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

Calendar Year

2017				2018				2019			
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
- Operating Model drafted
- Operating Model finalised/hand over
- Comms Strategy completed
- Service Continuity Procedures clarified (re-scheduled)
- Programme Close Down
- Inclusivity review completed
- On Line Resources Live
- Interim benefits review
- Full benefits report

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 SMM in RISIS
- Ongoing Support to SMM & Integration completes
- UG Tactical Marks Transfer Solution
- PGT/IFP Mark Entry Training
- UG Mark Entry Staff Training
- Integration scope/ PID confirmed
- RISIS>BB Integration live
- Student and Staff Portal Screens Live
- BB/Tii> RISIS Integration live
- Integration Hand Over

W/S 4: Student Progress Dashboard
- Requirements & Phases Defined
- MVP build and test complete
- Staff go-live
- Student go-live
- Evaluation
- Proposal for Phase 2

W/S 5: Learning Analytics
- Initial Exploration and Strategic Decisions
- Business Case ready/endorsed
- Handover to separate programme or close down

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