

Appendix B. Workpackages

In addition to the work packages detailed above, the Project Manager will also meet the HEA/JISC's reporting requirements, delivering an Interim Report and Budget by November 9th 2009, a Draft Final Report by March 1st 2010 and the Final Report and Budget by April 26th 2010.

WORKPACKAGES	Mon th	M	J	J	A	S	O	N	D	J	F	M	A
1: Project initiation		X	X										
2: Promote awareness			X	X									
3: IPR policy			X	X	X	X	X						
4: Ensuring quality				X	X								
5: Course (re)Design					X	X							
6: Dissemination (1)					X								
7: Develop course resources (1)						X	X						
8: Develop course resources (2)								X	X				
9: Dissemination (2)										X			
10: Completion of course resources											X	X	
11: Dissemination													X
12. Sustainability												X	X
13. Project closure													X

Project start date: 01-05-09

Project Acronym: Chemistry.FM
 Version: 1.0
 Contact: Joss Winn
 Date: 30th June 2009

Project completion date: 30-04-10

Duration: 12 months

				Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Project initiation	01/05/09	30/06/09	Project Plan, Blog, wiki		Joss
<u>Objective:</u>					
1. Complete Project Plan					
2. Hold Team meeting to agree timetable and individual's participation					
3. Set up blog and wiki					
WORKPACKAGE 2:	01/06/09	30/07/09	Poster, workshop		Joss Jose Mark
<u>Objective:</u> Promote awareness					
4. Create a poster for the project					
5. Run a workshop at the Teaching and Learning Symposium					

WORKPACKAGE 3: Objective: IPR Policy	01/06/09	31/10/09	Institutional policy/guidance on the use of Open licenses.		Joss Mike
6. Meet with Research Office to discuss use of Creative Commons licenses					
7. Develop the Lincoln Academic Commons website pages on Creative Commons licensing and Open Educational Resources					
8. Meet with enterprise@lincoln to discuss use of Creative Commons licenses and changes to IPR Guidelines.					
9. Develop institutional policy/guidance on the use of Open Licenses.				X	
WORKPACKAGE 4: Objective: Ensuring quality	01/07/09	31/08/09	Guidelines for measuring and ensuring the quality of course resources. Survey of UK and international community guidance on quality of OER.		Joss Gary Heather Jose Mark
10. Establish an Editorial Team comprised of staff and students.					
11. Develop guidelines for measuring and ensuring the quality of the course resources.				X	
12. Examine the existing course design and current learning materials against these guidelines.					
13. Survey and evaluate UK and international OER community guidance on this area.					

WORKPACKAGE 5: Course (re)design Objective:	01/08/09	30/09/09	Documented re-design of course.		Joss Gary Heather Jose Mark
14. Based on quality guidelines, critique, plan and (re)design the course.					
15. Document the design and design decisions.					
WORKPACKAGE 6: Objective: Dissemination (1)	01/08/09	31/08/09	Evaluation and decision on methods of delivering the course OERs.		Joss Jose
16. Plan the storage, delivery and marketing of the course.					
17. Choose a metadata standard				X	
18. Evaluate third-party hosting such as Flickr, Slideshare and YouTube as well as JORUM and the IR.				X	
WORKPACKAGE 7: Objective: Develop course resources (1)	01/09/09	31/10/09	Production of new course resources		Jose Mark Siren.FM
19. Pre-record audio lectures at Siren.FM radio					
20. Begin student bursaries to develop multimedia course materials					

WORKPACKAGE 8: Objective: Develop course resources (2)	01/11/09	31/12/09	Revision of existing course resources		Joss Jose Mark
21. Re-write and re-format written course materials. Consider their use in classrooms as well as compatibility with and delivery via third-party hosts such as Flickr, YouTube and Slideshare as well as JORUM and the IR.				X	
WORKPACKAGE 9: Objective: Dissemination (2)	01/01/10	31/01/09	Workshop/poster at the Learning Landscapes conference. Launch of 'beta' site for critique.		Joss Gary Heather Jose Mark
22. Discuss the project at the Learning Landscapes conference					
23. Test dissemination of course resources produced so far.				X	
24. Invite critique of OER and of project outcomes so far. Revise project where necessary.					
WORKPACKAGE 10: Objective: Completion of course resources	01/02/10	31/03/10	Acceptance and delivery of all course materials in final formats.		Joss Gary Heather Jose Mark
25. Finish the production of all course resources and supplemental materials (guidelines, policy, training materials, etc.)					
26. Present materials to Editorial Team for final review and acceptance. Revise if required.				X	

WORKPACKAGE 11: <u>Objective:</u> Dissemination (3)	01/04/10	30/04/10	Completion of Siren.FM website and marketing strategy.		Joss Jose Mark Siren.FM
27. Complete Siren.FM website and associated marketing for public dissemination of course resource.				X	
WORKPACKAGE 12: <u>Objective:</u> Sustainability	01/03/10	30/04/10	A Business Case for the further development of OERs at the university.		Joss Jose Mark
28. Complete Business Case for sustaining and developing OER at the University of Lincoln. Present to SMT for feedback.				X	
29. Propose immediate development of a further OER for 30 credit second year follow on chemistry course.					
WORKPACKAGE 13: <u>Objective:</u> Project closure	01/04/10	30/04/10			Joss
30. Deliver final project report to HEA/JISC			Final project report and up-to-date documentation.	X	
31. Ensure blog and wiki are up-to-date with full documentation, including Lessons Learned.					