

Projected Timeline, Workplan & Overall Project Methodology

This document provides information on the workpackages, timescales and methods used during the project.

Project Timeline and Workplan

Workpackage	Start and finish dates	Outputs / Milestones	Responsibility
Workpackage 1: Define requirements			
Objective: Define how STAR-Trak can ideally be re-developed for Leeds Metropolitan use, by combining the STAR-Trak proof of concept and the lessons learned from that project with MCMS			
Review legislation and policy regarding treatment of online activity data as personal data	Feb – Mar 2011	Compliance report including Data Protection Act and Information Commissioners Office	KBU group
Agree licensing, copyright, IPR and ownership management with JISC / OSS-Watch	Feb – Mar 2011	Appropriate registers and OSI-approved open source licence created, as per JISC Policy on Open Source Software	Project manager
Review STAR-Trak functionality; Define “as is” and “to be” student support processes and use cases	Feb – Mar 2011	Process maps; user journeys; scenarios; functional requirements lists	KBU group
Assess functional features of other solutions, including MCMS (using VPN access to their test server if appropriate); compare with our required functionality	Feb – Mar 2011	Gap document detailing ideal required work to implement STAR-Trak:NG	KBU group
Assess non-functional features of other solutions, including MCMS; compare with our enterprise architecture	Feb – Mar 2011	Gap document detailing ideal required work to implement STAR-Trak:NG	Technical team
Workpackage 2: Implement STAR-Trak:NG Version 1			
Objective: Implement STAR-Trak:NG with minimal changes, as baseline			
Scope functional and non-functional changes required to STAR-Trak	Feb – Mar 2011	Scoping document detailing required work to implement STAR-Trak:NG	KBU group Technical team

Undertake technical build of STAR-Trak:NG	Mar – Mar 2011	Amended application and data models; data cubes; RESTful / Web services for data feeds; application changes Milestone: System Version 1 specification completed	Technical team
Deploy STAR-Trak:NG and activity data feeds (<i>Note: existing infrastructure for STAR-Trak will be re-used, hence no new costs</i>)	Mar – Mar 2011	STAR-Trak:NG application, activity data schema, populated data cubes Milestone: System Version 1 implemented	Technical team
Workpackage 3: Run STAR-Trak:NG Pilot			
Objective: Develop next version of STAR-Trak:NG based on use of system, and impact on efficiency and effectiveness of processes, structures, culture amongst all stakeholder groups			
Design pilot	Feb – Mar 2011	Structured pilot plan with objectives, activities, milestones, measures etc	KBU group
Run pilot (pilot will continue past this date, but outside of project scope) Testing by TVU and Coventry	Apr – Jul 2011	Embedding recommendations to encourage take-up by others; system changes Milestone: System Version 2 implemented; software uploaded to SourceForge	KBU group
Community engagement workshops and presentations (see Section D below for details)	May – Jul 2011	Input to system changes during pilot and to evaluation report	KBU group
Produce Good Practice Guide	Jul - Jul 2011	Lessons learned, portfolio of stakeholder use cases relating to student support business processes; online presentation	KBU group
Export activity dataset	Jul - Jul 2011	Milestone: Activity dataset available	Technical team
Workpackage 4: Project management, reporting and dissemination			
Objective: control project resources and outputs; disseminate outputs, engage with community			
Set up project governance and	Feb – Feb	Board and Core Team Terms of	Project manager

management structures, files, reports	2011	Reference; file structure, report templates	
Project Board, Steering Group and Core Team kickoff meetings	Feb – Feb 2011	Calendar; agendas; minutes	Project manager
Create / refine detailed project artefacts (see right)	Feb – Mar 2011	Project, quality, dissemination, evaluation, exit and sustainability plans; Project website and blog	Project manager
Undertake dissemination and forward planning activities	Feb - Jul 2011	Activities through project, JISC, IDS-SIG and JISC FSD events and activities (see section D.3 for details)	KBU group
Undertake project management activities, including interim and final and completion Blogs.	Feb - Jul 2011	Updated plan and other artefacts; reports, web site updates	Project manager

Methodologies

A number of best practice methods and standards are being utilised to achieve the project deliverables:

- Project management: PRINCE2
- Risk management: M_o_R (Management of Risk)
- Architecture development: the Open Group Architecture Framework (TOGAF)
- Modelling tools: Archimate (enterprise architecture); UML (use cases, system design)
- Software Quality Assurance (QA) and Open Source Maturity Model (OSMM) Development guidelines.