



## JISC WORK PACKAGE

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1: Policy and Procedure																
2: Course and Module Design tool		No longer in scope														
3: Online Approvals Workflow tool																
4: Course data synchronisation																
5: KIS web service																
6: XCRI-CAP v1.2 web service with COOL URI																
7: Project management																

Project start date: *April 2012*

Project completion date: *31<sup>st</sup> Mar 2013*

Duration: 15 months

### KEY

	work package scheduled duration
	work package scheduling to be finalised by IT Services Corporate Information Services

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 1: Policy and Procedure</b>	April 2012	March 2013			
<u>Objective:</u> To carry out the required change management and create the necessary policy and procedure to enable the Course Data project to achieve its aims					
1. Set up overall working group for the Policy and Procedure work package under the leadership of Sharon Jones, Academic Registrar	1/05/2012	31/05/2012	Working group membership defined, terms of reference identified, timetable for action drawn up		SJ, PM
2. Use Start/Complete working groups to consider the relevant policies.	1/06/2012	30/6/2012	Statement of policies		SJ, PM
3. Develop business processes owned by the Academic Registry to implement the course and module review and approval system	1/06/2012	31/7/2012	Processes and process flow defined.		SJ, PM
<b>WORKPACKAGE 4: Course data synchronisation</b>					
<u>Objective:</u> Once a record in the Course and Module Design tool is approved, feed and synchronise from the Design tool into Student Records System					
Workpackage managed as an IT Services small project, according to governance framework defined in project plan section 1.11					
1. Use existing IT Services governance framework to instigate work package.	April 2012	June 2012	Staff resource identified, necessary internal documentation completed		Julia Darnell, PM

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
2. Develop interface specification, including test plan.					
3. Identify any appropriate existing tools that could be used to meet the specification					
4. Develop code for data feed					
5. Undertake testing. Version software and release it.			<b>Documentation for software</b>		
6. Production use of the software					
<b>WORKPACKAGE 5: Key Information Set web service</b>					
<u>Objective:</u> To produce a web service compliant with KIS requirements					
Workpackage managed as an IT Services small project, according to governance framework defined in project plan section 1.11					
Deadline based on external delivery date for KIS data					
	<b>May 2012</b>	<b>Sept. 2012</b>			
1. Use existing IT Services governance framework to instigate work package.			Staff resource identified, necessary internal documentation completed		Julia Darnell
2. Key team members to attend HESA briefing meetings					PM
3. Undertake mapping between required data and existing data			<b>Mapping document</b> agreed by project team		Team
4. Undertake technical design for collecting and implementing any missing data			<b>Specification</b> completed <b>Test plan</b>		Team
5. Implement any database and data collection					Team

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
screen changes required					
6. Test					Team
7. Generate code base for the feed (with associated documentation and test units at each step):					Team
8. Generate SOAP feed and validate with the HESA validator (if supplied)			using validator supplied by HESA		Team
9. Validate data quality of KIS data					Team
10. Make KIS web service available		30/09/2012	<b>KIS data available via SOAP web service</b>		PM
<b>WORKPACKAGE 6: XCRI-CAP v1.2 web services</b>					
<u>Objective:</u> To produce a SOAP web service to expose all Undergraduate and Postgraduate Full-time and Part-time courses, with compliant XML. To explore the possibility of producing a REST-based service.  Workpackage managed as an IT Services small project, according to governance framework defined in project plan section 1.11	Oct 2012	Dec 2012			
1. Use existing IT Services governance framework to instigate work package.			Staff resource identified, necessary internal documentation completed		Julia Darnell
2. Produce mapping of all XCRI-CAP v1.2 elements to data items in the Student Records System.			<b>Mapping document.</b> <b>Plan for addressing any missing data</b>		
3. Work with JISC Programme team to agree vocabulary for data items and to work out any agreed parameters for the feed call					
4. Generate code base for the feed (with associated documentation and test units at each step):					

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
a. Generate classes and associated function calls from the XCRI-CAP v1.2 XSD, using JAXB with Glassfish			<b>class diagrams</b>		
b. Produce data schema for the persistence layer based on XSD			<b>entity relationship diagram</b>		
c. Generate classes for the persistence layer			<b>class diagrams</b>		
d. Map persistence layer classes to the XSD classes			<b>class diagrams</b>		
e. Map Student Record System to the persistence layer through developing appropriate queries					
5. Generate SOAP feed and validate with the supplied validator			test results		
6. Test internal consistency of data in feed			test results		
7. Make XCRI-CAP v1.2 SOAP feed available at agreed COOL URI			<b>Code for compliant XCRI-CAP v1.2 SOAP web service XCRI-CAP data available</b>		
8. Explore issues with generating REST feed			<b>documentation</b>		
9. Complete Quality Assurance report			<b>QA report</b>		
<b>WORKPACKAGE 7: Project management</b>					
<u>Objective:</u> Ensure all the work packages deliver in a timely fashion, manage all of the communication with JISC, liaise with stakeholders, undertake communications					
1. Inception of project board	notification		Board meets. <b>Dates</b> for meetings		CS, JD, IS

Project Name : University of Sussex, Course Data Stage 2  
 Version:  
 Date: 21-Nov-2011  
 Revised: April 19, 2012.

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
	of funding		throughout project arranged. <b>Meeting notes</b> made available		
2. Inception of project team, ongoing meetings	1/05/2012	31/03/2013	Team meets. Regular monthly meetings arranged. <b>Meeting notes</b> to be published to <b>blog</b> and circulated to project board		PM
3. Recruitment of staff	started in Nov 2011		staff members employed		
4. Set up project blog with RSS feed	01/05/2012	01/06/2012	<b>Blog updated monthly</b>		CS, PM
5. Finalise Project Plan, agreement by Project Board, send to JISC		May 2012	<b>finalised project plan</b>		PM
6. Ongoing liaison with all workpackage projects	May 2012	31/03/2013			
7. Ensure quality assurance for deliverables is delivered at appropriate stage	May 2012	31/03/2013	<b>QA report</b>		PM
8. Ongoing financial tracking	April 2012	31/03/2013			
9. Interim report		24/11/2012	<b>Interim report</b>		
10. Draft completion report		28/01/2013	<b>Draft completion report</b>		
11. Final report		10/03/2013	<b>Final report</b>		
12. Completion report		31/3/2013	<b>Completion report</b>		