***Table 1: Details sought in final application (Expression of Interest)***

|  |
| --- |
| * Project title and description * Perceived benefits * Alignment with strategic e-learning objectives the University has identified * Alignment with University and/or faculty learning and teaching strategic plans * Resources required, other aid applied for, time and/or expertise faculty can devote * Listing of other issues that will assist in ranking, eg large classes, pre-existing resources * Date completed resource required * Additional information |

***Table 2: Sample Project plan for Project Period 1***

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/ Milestone** | **Time frame** | **Brief description of task/milestone** | **Responsibility** |
| Task 1 | End - April | PM\* & ED \*\* meet to discuss project | AiC\*\*\* & PM |
| Milestone 1 | Mid - May | All content has been provided to PM & ED | AiC |
| Milestone 2 | Mid - May | ED completes prototype of online learning objects/modules | PM |
| Task 2 | End – May – | AiC, ED & PM meet to discuss prototype | AiC & PM |
| Milestone 3 | Early – June | ED refines online learning objects/modules | PM |
| Task 3 | Mid – June | PM & AiC meet to review project progress | AiC & PM |
| Milestone 4 | Late - June | ED finalises online learning objects/modules | AiC & PM |
| Task 4 | Late - June | ED conducts staff training for ongoing maintenance of online learning objects/modules | AiC & PM |

\* e-learning project manager \*\* educational designer \*\*\* academic-in-charge

***Table 3: Sample Risk Analysis for Project Period 1***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Time frame** | **Milestone** | **Responsibility** | **Potential risk** | **Likeli-hood** | **Potential impact** | **Contingency** |
| Mid-May | 1. All content provided to ED | AiC\*\*\* | Some content delayed | med | high | Project scope may need to be reduced |
| Late-May | 2. Dev. of prototype | PM\* | Work does not meet academic’s requirements | low | med | Time allowed for research & consultation before development of prototype |
| Early-June | 3. Dev.of online modules | PM | Work does not meet academic’s requirements | low | low | Time allowed for redevelopment & consultation before resources are finalised |
| Late June | 4. Staff training & handover | PM & AiC | Staff unavailable | med | low | Time for training made available in the following week |

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***Table 4: Sample Communication Plan for Project Period 1***

|  |  |  |  |
| --- | --- | --- | --- |
| **Timeframe** | **Communication mode** | **Present** | **Purpose** |
| Late April | Meeting | AiC\*\*\*, ED\*\*, PM\* | Project planning |
| Mid May | Meeting | AiC, ED, PM | Project initiation; review milestone 1 |
| Late May | Meeting | AiC, ED, PM | Review milestone 2 |
| Early June | email | From PM to AiC | Confirm progess & review completion date |
| Late June | Meeting | AiC, ED, PM | Review milestones 3 & 4; Project review & sign-off of development phase |

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