



JISC Progress Report Template

Project

Project Acronym	APT STAIRS	Project ID	
Project Title	Appropriate & Practical Technologies for Students, Teachers, Administrators & Researchers		
Start Date	1 st Feb 2008	End Date	30 th April 2009
Lead Institution	Royal Veterinary College		
Project Director	Nick Short		
Project Manager & contact details	Sarah Sherman BLE Service Manager The Royal Veterinary College Royal College Street London NW1 0TU s.sherman@bloomsbury.ac.uk 07515 580 385		
Partner Institutions	Birkbeck College , University of London Institute of Education (IoE) , University of London London School of Hygiene & Tropical Medicine (LSHTM) , University of London School of Oriental and African Studies (SOAS) , University of London School of Pharmacy (SoP) , University of London		
Project Web URL	www.bloomsbury.ac.uk/apt		
Programme Name (and number)	<i>JISC Capital Programme: Users and Innovation – Next Generation Technologies and Practice Phase 2</i>		
Programme Manager	Lawrie Phipps		

Document

Document Title	<i>Progress Report</i>		
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Author(s) & project role	Sarah Sherman, Project Manager		
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Progress Report - Brief: 26th April 2008

1. Achievements over the Past 3 Months

Completed

- **WP1(1):** Project Plan completed
- **WP1(2):** Accounting procedures established
- **WP1(3):** Recruitment and appointment of the Project Officer
- **WP1(4):** Development of the website

Started and Ongoing

- **WP2(12)** Training for Project Officer
- **WP2(10):** First phase demonstrator training workshop
- **WP3(17):** Established initial project demonstrators – basic training has commenced
- **WP5(25):** Invited to present at the OpenWorld event in Lyon June 24th-27th – Dissemination opportunity

Additional items

- The Project Officer is now planning the Project Launch event (19th June)
- The Project Team has been meeting fortnightly since February; all meetings are minuted.
- The Project Team has also met formally with Google at their London offices and is scheduling a meeting with the Google Docs Project Manager to discuss the project plans.
- The Project Officer is currently developing a template to record information about each demonstrator.
- All documentation produced by the project team is created using Google Docs and is available on the Google Group (used by the Project Team) or on the project website (for external availability).

2. Project Outputs

- Project Plan submitted to JISC
- Project website template submitted to JISC and live:
http://www.jisc.ac.uk/whatwedo/programmes/programme_users_and_innovation/apstairs.aspx
- Project website and blog: www.bloomsbury.ac.uk/apt
- Took part in Emerge Online Conference <http://vle.jiscemerge.org.uk/course/view.php?id=10>

Started and Ongoing

- The consortium agreement is currently undergoing some alterations as requested by one of the Colleges' senior managers. As soon as it has been agreed, it will be signed off by all partners and submitted to JISC.
- The survey, which will collect cross-institutional data on the existing use of new web technologies by staff and students, has been developed and will be circulated at the end of May.
- Initial project demonstrators (at the RVC, SOAS and IOE) are being planned for execution over the summer period.

3. Issues

Concerns have been expressed by prospective demonstrator participants about the security and stability of using Google. In order to address this, the Project Officer, in consultation with the Project Manager, the rest of the Project team and Google, will draw up some paperwork to alleviate these concerns. These will be based on Google's IPR and copyright statements.

4. Risk Analysis

All risks stated in the Project Plan remain accurate.

5. Targets for the Next 3 Months

- **WP2(10):** First phase demonstrator training workshop
- **WP3(15):** Run a retrospective analysis of stakeholders
- **WP3(16):** Identify online collaborative word processing tools
- **WP4(17):** Establish first three project demonstrator (it is possible that there may be more than three)
- **WP4(19):** Develop technical framework for development
- **WP4(20):** Start on Alpha phase development