



Progress Report Template -

Text in italics is explanatory and should be deleted in completed documents.

Project Name	APT STAIRS, Royal Veterinary College
Project Website	www.bloomsbury.ac.uk/apt
Report compiled by	Sarah Sherman
Reporting period	1 st May 08 – 1 st October 08
Section One: Summary	
<p>Over the summer period, the APT STAIRS team was very busy undertaking a number of activities. June saw the official launch of the project bringing in over 50 delegates (staff and students) from across the Bloomsbury Colleges. They were able to find out more about the approach that has been taken including small incremental steps to advance progression and collaboration using ICT. In addition to presentations by the APT team, there were also speakers from some of the Bloomsbury Colleges, JISC and Google. Following on from the meeting there has been some media coverage.</p> <p>Since the launch, the Project Officer has established seven demonstrator projects which are using online collaborative tools (such as GoogleDocs) in a number of different ways to support teaching, learning, research and administration. The participants in each demonstrator have received training in how to use GoogleDocs for their particular application. A user-guide and a number of screencasts have been created, which are also available to the wider community via the APT STAIRS website. The website continues to be enhanced and received 130 visitors viewing 400 pages during the past three weeks.</p> <p>The online Bloomsbury survey of web use (for retrospective analysis) was completed by 1300 staff and students across the consortium. An initial analysis of the results have provided some interesting and in some cases unexpected findings. A preliminary analysis report will shortly be available on the website.</p>	
Section Two: Activities and Progress	
<p>WP2(10): First phase demonstrator training workshop – completed WP3(15): Run a retrospective analysis of stakeholders - completed WP3(16): Identify online collaborative word processing tools - ongoing WP4(17): Establish first three project demonstrator (it is possible that there may be more than three) – completed – four more added WP4(19): Develop technical framework for development - started WP4(20): Start on Alpha phase development – completed WP5(23): Analysis of feedback from demonstrators - ongoing</p>	
Section Three: Institutional & Project Partner Issues	
<p>One outstanding issue is the fact that the consortium agreement has still not been signed by the Bloomsbury Heads of Administration. This is due to one of the Heads wishing to alter the contract, which she is still in the process of doing. The APT STAIRS Project Manager is monitoring this closely with the active support of the Bloomsbury Colleges Secretary.</p>	

Section Four: Outputs and Deliverables

- User guide and screencasts, plus project blog - see: <http://www.bloomsbury.ac.uk/apt/>
- Project’s progress is reported in monthly BLE bulletin - [http://www.bloomsbury.ac.uk/ble/index_title%20\(BLE%20Bulletins\)](http://www.bloomsbury.ac.uk/ble/index_title%20(BLE%20Bulletins))
- Media coverage about the project in the THES - <http://www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=402585>
- Promotional materials - APT badges and T-shirts
- On the technical side of things, at least 3 sets of wireframe pictures (i.e user interface pictures for the new developments with Google Docs), are currently being created. These will be used by the Technical Lead for API development work.

Section Five: Outcomes and Lessons Learned

- Having a dedicated Project Officer has been a factor of major success in driving and co-ordinating the project activities.
- Working with a rapidly evolving technology (collaborative document applications) requires constant development of training materials and approaches. This has created an additional challenge to the project.
- We have found that a 15 month project creates a tight time-scale for implementing the UIDM successfully. This is because our demonstrators are often only able to run at a specific time-point during the year, so it is difficult to repeat them incorporating improvements within the project scope. We would propose that project involving significant use of the UIDM need to have at least a 2-year timeframe.

Section Six: Evaluation

- We are currently analysing the Bloomsbury survey of web use and generating personas based upon the different user groups.
- We have developed pre- and post-surveys to collect experiences and skill level of demonstrator participants and data is being collected from these at the moment.

Section Seven: Dissemination

Within Bloomsbury, the project has a regular feature in the monthly BLE Bulletin to update the community about the project’s progress - [http://www.bloomsbury.ac.uk/ble/index_title%20\(BLE%20Bulletins\)](http://www.bloomsbury.ac.uk/ble/index_title%20(BLE%20Bulletins)). At the bi-monthly BLE Pedagogy meetings, the Project Officer has provided brief reports on progress. Currently being planned is a luncheon for the demonstrators, invited members of the Bloomsbury community and beyond, to share experiences so far. Part of the purpose of the event is to identify developments to the tools that are required by the users.

Outside of Bloomsbury, the Project’s Director, Manager and Officer attended ALT-C in September 2008. They informally shared with other delegates the current developments of the project (including handing out APT badges on the coach!). As well as media coverage about the project in the THES (<http://www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=402585>), an article for the JISC Inform magazine has been submitted for the next edition. The Project Officer maintains a blog on the project’s website, which is linked to the JISC Emerge platform - <http://sites.google.com/a/jiscapt.net/project-plan/Home/project-communications>

Section Eight: Risks, Issues and Challenges

No significant risks, issues or challenges experienced.

Section Nine: Collaboration and Support
We would like to find out about other projects' experiences with collaborative working
Section Ten: Financial Statement
Spreadsheet attached
Section Eleven: Next Steps
<p>WP1(7, 8 and 9): Reporting documentation WP2(11): Second phase Demonstrator WP2(13): Organise Learner Showcase WP2(14): Organise Academic Showcase WP3(18): Establish second three project demonstrators WP4(21): Start on Beta phase development WP4(22): Final version 1.0 release WP5(24): Complete evaluation report WP5(25): Disseminate findings internally and externally</p>

Total Grant	£199500	Duration of project	15 months
Reporting Period	1 st May 08 – 1 st October 08		

Budget Headings	Total budget allocated	Total expenditure to date	Further information
Staff	£46,611	£10,034.50	Project Officer's monthly salary to date; other staff not yet invoiced by the institution
Travel & Subsistence	£4,200	£2,404.65	
Equipment	£3,500	£13,90.16	
Dissemination activities	£8,000		
Evaluation activities	£6,000	£6,000	
Consultancy	£48,000	£8,161.24	Demonstrator costs to date
Technical Development	£11,000		Not yet invoiced
Research support	£8,500		Not yet invoiced
Estate Charges	£17,756		Calculated as part of salary on-costs
Indirect costs (RVC FEC)	£45,922		Calculated as part of salary on-costs

Checklist:

Before you return this report:

Last updated: Jun 07

- Ensure that your project webpage on the JISC site is up to date and contains the correct information. Attach details of any required amendments to this report. Project webpages can be found from: <http://www.jisc.ac.uk/whatwedo/projects.aspx>
- If there have been any changes to the original project plan and/or work packages, ensure that amended copies of the relevant sections of your project plan are attached to this report.