

KKA Project Development Timetable – v2 Released 13 12 16

Activity No	Steps in developing KKA	Who	Timeline	Notes
1	Develop the core project plan with baselines, risk, resources and communications plan	JH/DC	101116 - Completed	<p>Bring together all the relevant material in one shared place for IPDC/DdeC</p> <p>Resource call for support - needs academics, CILT UK and IPDC - to ensure we cover depth and breadth issues at first degree and Postgrad/MSc level</p> <p>Chris Savage - Uni of Huddersfield James Stone – Aston Univ DdeC IPDC Neil Villiers Practitioners- Distance Learning advisors/ LRN reps/PTRC/TPlg rep Bill Acres – WM Reg rep Birmingham venue £5k for FY17 budget</p> <p>Monthly meeting with DdeC</p> <p>Process diagram needed</p>
2	<p>Define roles and responsibilities – champions, manager, experts, end user</p> <p>Require full list of consultees and stakeholders</p>	JH & DC	By 301116	<p>Champions: Kevin Byrne/Jan Steenberg Manager: IPDC Experts: Int members, senior members, accreditation panel End user; membership; accreditation panel; universities, key employers (eg via NOVUS Committee) Custodian: IESC, CILT Awarding Organisation, CILT Education staff in international countries</p>
3	Kick off meeting	JH & DC	101116 – Completed	Agree project plan
4	Scope statement – what is the need, what are the objectives, benefits and milestones	DC	101116 - Completed	<p>Need Update current, relevant standards Objectives Not user friendly for accreditation; needed for CILT quals development</p>

				<p>Benefits benchmark for PD activities</p> <p>Milestones to align with IESC and IMC</p>
5	Scope the baseline – work to be done, work package and deliverables	JH & DC	101116 – 301116	Detailed note to be developed following meeting on 111116
6	Define the schedule and costs To be tabled	JH	301116	<p>Delivery 2017 – to be announced and presented at Macao (right geography to release)</p> <p>2 physical meetings with experts</p> <p>CILT meetings inc IESC and UK Board for sign off</p>
8	Develop a resources and management plan	JH	071216	Require 6 team meetings 2 physical (inception and end) 4 virtual
9	Analyse quality and risk	JH	301116	<p>Headline Risk analysis ie: Missing deadlines Volunteer resource Usability of end products AO review timing and misalignment between membership and qualifications Perception that not beneficial for the wider family UK Board and IESC need to be on side</p>
10	Develop communications and consultation plan To be tabled	JH	071216	<p>Starts after first meeting - drip feed via website and Education Newsletter and survey monkey</p> <p>Talk with key employers (via Novus/Atkins/Arcadis/TRL/TfL)</p> <p>Focused activity at Convention and post-Convention to embed practice</p> <p>Membership and Education officers need to be enthused and mobilise</p>

