2019_06_17_Project_management_committee

Participants: Antti L, Annica, Vera, Monique, Tarja, Antti Kaasila (substituting Hanni)

Not present: Hanni, Anu

Agenda and meeting notes

Agenda

1. Previous meetings
   a. Project management committee in May
2. Amendment process and June remote review
   a. Amendment documents have been signed and sent to the Commission 6.5.2019. - process finalized and signed version from EC sent to coordinator
   b. Remote review feedback to be delivered to Consortium last week of June
      - Need to thing how to react to this because most people will be having their summer holidays during July.
      - Antti L. will check what's the situation on the second payment of the funding.
3. Project road map
   a. Status report following the road map table (finance; progress: key performance indicators; deployment; risk identification)
      i. Road map monthly view
         1. Framework architecture
            a. evaluation in the Netherlands July 4th (afternoon)
               - Number of people joining from Finland:
                  ○ CSC: 3
                  ○ EDUFI: 3
                  ○ GRADIA: 0
                  ○ UOulu: ? (Antti K. will talk with Hanni if there will be people from Oulu participating.)
               - Dinner on Wednesday 3rd of July.
            b. other international evaluations?
         2. Analytics:
            - UOulu will update the current situation to the table.
         3. Prototype: development:
            - No news from counselors. Should mean that there is no problems with the prototype.
         4. Communication & dissemination:
            a. Europass workshop July 4th in Groningen
            b. Final seminar in Skills week - VETexpo in Finlandia hall - (national VET seminar on October 17th? in Paasitorni Helsinki)
               - Skills week opening in Oodi library, Helsinki on Monday 14th of October.
               - Final seminar on Monday 14th of October in afternoon in Europe Hall (Malminkatu 16, Helsinki). Stakeholders and associated partners will be invited to join.
               - Some program should be organized for the associated partners for the Monday evening and Tuesday morning.
               - There will be CompLeap booth in VETexpo on Tuesday 15th and Wednesday 16th.
               - Participating on the National VET seminar on Thursday 17th will be discussed later.
            c. EAIE
               - Design for the background of the booth is ready.
            d. Edufutura forum
               - 16th of November, Jyväskylä
               - Antti K. will talk with Hanni how learning analytics will be presented in this event and also other events.
            e. Videos: framework architecture?, competence profile and educational recommendations?
               - Is there resources to make videos on framework architecture, competence profile and educational recommendations?
               - Can DUO make these?
         5. Deployment and evaluation:
            a. D33 Impact evaluation study - partly to be subcontracted by KARVI Finnish Education Evaluation Centre (FINEEC) (CSC subcontracting budget)
               - FINEEC is part of EDUFI so buying services from them might be a problem.
               - Antti L. contacts FINEEC and will schedule a meeting on this topic after that.
         6. Project management
            a. Monthly PMC meetings every first Monday
            b. Other meetings in the fall?
      ii. Monthly financial figures to be sent to coordinator (as new as possible)
         1. CSC
         2. EDUFI (provided in mid-May)
         3. UOulu
         4. JEC
         5. DUO
4. Reporting
   a. Next deliverables:
      i. D04 Standard management report Q4 - M21 - end of August
      ii. D22 Final seminar in cooperation with WP4 and WP5 - M23 - end of October
      iii. D23 Sustainability Plan - M23 - end of October
      iv. D27, D28, D29 Pilot deployment of the architecture, analytics prototype, learner plan prototype - M22 - end of September

v. D30, D31, D32 Report on the pilot deployment of the architecture, analytics, learner plan prototype - M22 - end of September
- Antti L. will ask if the reporting of these deliverables could be postponed till the end of October
vi. D33 Impact evaluation study - M23 - end of October

5. Other

Green = Progressing as planned in the modified project plan and roadmap.

Yellow = Delays or deviations. Guidance needed.

Red = Major challenges. Replanning needed.

Main goals and project results	Responsible / Work package	Identified risks (constantly monitored)	Key Performance Indicators (KPI) - measurements	Done by June 17th Current: Past month	Status	To be done by August 12th Foresight: Next month	Deliverables to be updated
Framework architecture Main architecture aspects and system requirements Ecosystem and modules user scenarios	WP2 • EDUFI: Pauli, Annica • CSC: Ari, Antti, Anu Deployment WP4 • Gradia: Tarja • CSC: Ari, Antti, Anu • EDUFI Pauli, Topias	International deployment: "To tailor the functionality of this framework so that it´s **suitable across Europe**" (Annex I p.3) • suitable, interested international partners missing • "in cooperation with international partners/networks" (Annex I p.4) Is "improved recognition practices" included? (Annex I p.3) "particularly addressing the needs of the citizen at risk of exclusion" - is this clear enough? (Annex I p.4)	Deployment progress monitoring • evaluation events progressing as planned • possible new partners joining deployment • how many of such partners willing to join the deployment in other countries	Minedu, EDUFI, associate partners and Ministry of Labour evaluation workshops held Architecture design updated Workshop in Cologne May 14th • framework evaluation with German stakeholders Updates to current sketches by Pauli / OPH, and further documentation on technical architecture	International deployment Netherlands: It is not possible to download Diploma Data from the Dutch Diploma Register in the Framework because of the lack of information that is available in the Dutch DR to use it properly in the CompLeap Framework. • Work in progress: make a document where these findings are explained.	Evaluation in the Netherlands July 4th Continuing evaluation sessions and pilot deployment with other stakeholders?	D21 Feedback and specifications to user scenarios D25 Technical documentation, including glossary, model and architecture D27 Pilot deployment of the architecture (Tarja , Ari, Pauli) D30 Report on pilot deployment of architecture (evaluation? Tarja, Topias, Ari, Pauli)

Analytics prototype • Finnish national curriculum (ePerusteet) mapping to ESCO • Recommendation system	WP2 TF-LEA • UOulu: Hanni, Egle, Antti, Abhi • EDUFI: Annica Deployment WP4 • Gradia: Tarja • UOulu: Hanni, Egle, Antti K. • CSC: Antti, Anu • EDUFI Topias	• Legal and other restrains to use actual user data • Preparation of user scenarios suitable to use outside Finland • "Learning environments and analytics form an integrated part of the project proposal to explore the alternative ways to support learner"(Annex I p.4) • "Various feedback loops such as analytics about learner profiles, graduate feedback or national competence requirements" (Annex I p.4)	Development progress monitoring: • progressing in cooperation between UniOulu, EDUFI and Reaktor Deployment progress monitoring • detailed plan for deployment of analytics in additional document M18 where is this? > link (review feedback) • international partners interested and joining Compleap analytics work (measurable)	Uni. Oulu to research and carry out ontology mapping from ePerusteet to Esco Competencies Uni. Oulu found the task of re-classifying ESCO keywords infeasible. This task is not being continued anymore by any project participant. Uni. Oulu will focus on providing user competences based on prior verified education (study units based on Koski data). The task has been discussed together and Uni. Oulu has provided initial results. The results were difficult to evaluate and did not seem to be at an immediately usable level, yet. Further iterations of the task are being carried out by Uni. Oulu at the moment. If the competence break-down is successful, the education unit-based competences can be added to the POC user interface, given sufficient time to do this. Recommendations: Both ePerusteet and Tarjonta services have been crawled for data and prepared for modeling The first version of the recommendations API has been implemented and deployed. The user interface has been connected to use the API and the actual end-to-end functionality has been demoed.	International deployment • Netherlands: Analyse 'How to support Dutch citizen in exploiting data for Live Long Learning'. Item is on the Backlog for DR_team DUO. Resource and finance problem.	***Oulu's implementation should be done before the end of week 20 so that there is enough time to implement.*** The recommendation system is developed by Reaktor in cooperation with Oulu and Edufi. Inclusion of personal interest into recommendation system using Finto ontology. Next iterations of recommendations concern the following: Connecting user interests to the recommendations model and API. Forming learning opportunity links to studyinfo.fi ("read more" links). Improving and adjusting the recommendations model and parameters.	D28 Pilot deployment of analytics prototype (Tarja, Antti K., Egle, CSC, EDUFI) D31 Report on pilot deployment of analytics (Egle, Tarja, Hanni, Edufi) D26 Three prototypes (???)
Learner plan prototype incl 3 modules • Initial functionalities incl. interface, content and associated services • Reference group review of functionalities • Finalized definition of functionalities incl. interface, content and associated services	WP3 • EDUFI: Annica, Marcus, Outi • Reaktor Deployment WP4 • Gradia: Tarja • EDUFI: Annica, Topias • UOulu: • CSC: Antti, Anu	There is already a substantial backlog of prioritized additional features and other work items; many of these will go beyond the scope of this POC, but can serve as informational artifacts or a possible starting point for future development. Increasing the number of backlog items at this point is likely not beneficial. • "Technological solution will be easily adaptable to different geographic locations and circumstances" - is it? (Annex I p.4) • "Several separate modules that are connected" (Annex I p.4), "Since each building block would be modular and autonomus" • "Iterative development process runs within partner organization in the Netherlands and results in a final product that is the project aimo to implement at least in Finland and Netherlands" (Annex I p.16)	Development progress o development progressing as planned Deployment progress • detailed plan for deployment of learner plan in additional document M18 (review feedback) • amount of end-users • amount of other staff involved • international partners interested and joining Compleap learner plan work (measurable)	Work in progress and accomplished work: Multiple critical user interface features have already been implemented, deployed to the test environment, and demoed https://poc.compleap.testiopintopolku.fi/ • Validating the POC's design with the target groups: effort ongoing to get to validate the designs with the target user groups Preliminary report available here: • Finding out user interests: The user interface for finding out user interests has been designed, implemented and demoed • Education information for foreigners:	Netherlands: It is not possible to download Diploma Data from the Dutch Diploma Register in the Framework because of the lack of information that is available in the Dutch DR to use it properly in the CompLeap Framework. There are a lot of different organisations who has this kind of information. It would be very complex to implement this. • Work in progress: make a document where these findings are explained.	Documentatio and reporting now affecting development velocity. No extra features will be integrated. *31.5.2019 is the deadline when concrete results are to be ready. Extra features can then be prioritized for June/summer during May.* ***Using added education information for recommendations yet to be done.*** *For june -August the focus is on* • *minor improvements relating to piloting feedback* • *other than vocational recommendations* • *refining the algorithm*	D20 Running prototypes in cooperation with WP3 D24 Open source code for all components, including example code D25 Technical documentation, including glossary, model and architecture D26 Three prototypes

					A design has been done how the lack of Koski information can be compensated for in the case of users with no Koski information (i.e., foreigners' use case) The user interface for the design has also been implemented and demoed Connecting the user interface to relevant data (i.e., connecting national ISCED classification to corresponding ePerusteet information) has to be done still National education classification (2016) has been added as the data source for the feature for gathering foreigners' education information. Koski mock data: The usage of Koski mock data (pre-defined user profiles) has been designed, implemented, and demoed. The POC comprises four profiles matching the main focused user groups: Two profiles: graduated from a vocational institution (nature, arts) Two profiles: discontinued vocational studies (technical, social) User testing: User tests have been carried out with participants from Ohjaamo, Gradia, and test users recruited by Tutkimustie, with the following main findings: No critical problems were found in the interactions of primary functionalities. Especially the section displaying suggested education was deemed useful. Agenda, steering group 5/2019 The group of potential users who would significantly benefit from the version being implemented given the technical and time related restrictions of wp3 is quite small. The test sessions have been debriefed and the outcomes have been reported, together with a break-down of potential actions. **Deployment:** A user testing training has been held and planned with Gradia to assist in a successful piloting phase *10.4.2019.*		*Final decisions on final backlog moved to beginning of June* Decisions on level of internqational deployment in Netherlands needs to be done. Cut of point for involevement of Reaktor staff for this work has already passed. Documentation on requirements for possible international deployment to be provided to some extent.	

Case Study with Europass	WP5 DUO / EDUFI	Willingness of Europass to start a cooperation	Workshop(s) organised succesfully in Compleap - Europass collaboration	Europass Innovation WG meeting in Budapest in June - virtual participation Europass meeting in Groningen 4th July - preparations going on Eva Neffling doing a desk study on this issue.		Meeting with Europass is on the July 4th. Vera to be initiated to Europass and the the case study	D39 Targeted workshops and seminars
Engaging communications of project results	DUO all contributing		Measurable data about the efficiency of communication • events • publications • social media • website	Good news from Finland Autumn dissemination event preparations Final seminar preparations			D22 Final seminar in cooperation with WP4 and WP5
Effective management of project	CSC		Monthly financial reporting and monitoring in monthly project management committee meetings • monthy reporting (templates)				

Main goals and project results	Definition of concepts	Responsible / Work package	Identified (constantly

Indicators (KPI) - measurements	Done so far	To be done	Deployment