2019_08_19_Project_management_committee

Participants: Antti L, Annica, Vera, Tarja, Hanni, Anu

Not present: Monique

Agenda and meeting notes

Agenda

1. Previous meetings
   a. Last project management committee (PMC) was in June.
   b. In this phase of the project, it was decided that we'll have one meeting per week until the end of the project; once a month a PMC meeting and the rest of the month weekly meetings.
2. Amendment process and June remote review.
   a. Amendment No. 3 is finalized and it has been accepted by the EC. Further information here.
   b. Based on the remote review feedback (June 2019), there are certain action points for the whole project team. These are important focus areas for the remaining period of the project.
      i. The feedback table will be added to the road map so that all the work that has to be done will be on the same page.
3. Added to the agenda: Amendment and subcontracting. Antti has asked our EU project officer for recommendation how to deal with subcontracting and the personal costs. No response yet.
4. Final review
   a. to be arranged in Luxembourg 60 days after the end of the project: December-January.
      i. Many of us in the project team prefer the beginning of December.
      ii. It's not clear whether these travel costs can be included in the project budget and be used in January.
   b. Final financial figures to be sent to Antti before Christmas holidays.
   c. Auditing (EDUFI)
   d. Payment of balance to be paid after all documentation has been delivered.
   e. Action Point Antti Laitinen: Ask Asja whether we can use funds for traveling in January. The date of the final review to be agreed upon based on Asja´s reply and advice.
5. 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 evaluation(s)
            a. Estonia September 18th
               i. Topias is taking care of the arrangements (+ Annica Moore)
               ii. Antti Kaasila and Janniina Määttä to participate.
            b. Other international evaluations?
               i. Croatia is a possible country. Discussions on arranging an evaluation there are ongoing.
         2. Analytics:
            a. UOulu
               i. Piloting is going on and data is coming in, looks very promising.
         3. Prototype development:
            a. Development period ends at the end of August.
               i. User can now select competences (ESCO) of his/her likening to the profile. > The competences could be used as search words for job openings by applying natural language processing on them.
               ii. User can now master his/her data via strong authentication.
               iii. Possibility to continue the development work till the end of the year.
                  1. It would lead to a more elaborated prototype but further subcontracting from Reactor requires an extra amendment.
                  2. Action Point: Annica Moore & Reactor will write a short description how this would benefit the project.
         4. Communication & dissemination:
            a. Europass workshop July 4th in Groningen
               i. Eva will inform the team about the next steps. William O´Keeffe is currently on holiday.
            b. IAEVG:
               i. Ari + Antti will participate.
            c. HEL we can (23.9.)
               i. Possibility to get stand. Minna + Anu to participate?
            d. EAIE:
               i. Preparations are ongoing.
            e. Learning by leaving
               i. No reply yet.
            f. Final seminar in Skills week - VETexpo in Finlandia hall - (national VET seminar on October 17th? in Paasitorni Helsinki)
               i. Skills week opening in Oodi library, Helsinki on Monday 14th of October.
               ii. Final seminar on Monday 14th of October in afternoon in Europe Hall (Malminkatu 16, Helsinki). Stakeholders and associated partners will be invited to join.
               iii. VETexpo
               iv. Participating on the National VET seminar on Thursday 17th - no participation.
               v. Final seminar will be streamed.
               vi. Invitations have been sent.
            g. Edufutura forum Jyväskylä (16.11.)
               i. Annica Moore to give a presentation there.
            h. Closing event for the project team members in Helsinki (28.10.)

i. Antti sends invitations soon.
        i. Videos:
            i. Framework architecture video (DUO): first version will be ready within a week.
            ii. Video on the prototype + experiences (EDUFI): Discussions are ongoing at the Communication department of EDUFI. Purchase offers received so far are 15 000- 20 000 EUR. Vera asks Peter if he has time to do the interview video during the final session.
    5. Deployment and evaluation:
        a. D33 Impact evaluation study - partly to be subcontracted by KARVI Finnish Education Evaluation Centre (FINEEC) (CSC subcontracting budget).
            i. The contract will be ready by this week.
            ii. The first step is a self-evaluation. KARVI will send instructions to the project team soon.
            iii. Publication of impact evaluation? Text + infographic if the budget allows.
    6. Project management
        a. Monthly financial figures to be sent to the coordinator (as new as possible).
6. Reporting
    a. D4 Standard management report - M21 (CSC)
    b. D11 Final report - M24 (CSC)
        i. Responsible: Antti Laitinen Anu Märkälä
        ii. Antti has asked for examples from other projects. The objective is not just to repeat what has been said in the previous reports but to write something more over-arching and analytic.
    c. D22 Final seminar in cooperation with WP4 and WP5 - M23 (EDUFI)

        i. Responsible: Annica Moore
    d. D23 Sustainability Plan - M23 (EDUFI)

        i. Responsible: Annica Moore Topias + developers
    e. D27, D28, D29 Pilot deployments - M22 (Gradia)
    f. D30, D31, D32 Report on pilot deployments (Gradia) - **M23 (extra time given)**
        i. Responsible: Tarja
        ii. Information on architecture will come from Ari and on analytics from Antti K. and Egle.
    g. D33 Impact evaluation study - **M24 (extra time given)**

        i. Responsible
    h. D38 Presentations and publications - M24 (DUO)
    i. D39 Targeted workshops and seminars in cooperation with WP2 (DUO)
    j. Next deliverables:

7. Other: -

WP LEADERS: Please update the current situation (status report) with each task to this table and add what should be done by next PMC. The traffic lights are assigned to both the previous month (current status) and the next month (foresight) to indicate if the task is on track and how its outlook appears.

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 September 16th 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 breakdown 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	WP3 • EDUFI: Annica, Marcus, Outi • Reaktor Deployment	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.	Development progress ◦ development progressing as planned	Work in progress and accomplished work: Multiple critical user interface features have already been implemented, deployed to the test environment, and demoed	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.	Documentation 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.*	D20 Running prototypes in cooperation with WP3

• Initial functionalities incl. interface, content and associated services
• Reference group review of functionalities
• Finalized definition of functionalities incl. interface, content and associated services
	WP4
	• Gradia: Tarja
	• EDUFI: Annica, Topias
	• UOulu:
	• CSC: Antti, Anu
		• "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)
			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)
				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:
				    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)
					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.
						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*
						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.
							D24 Open source code for all components, including example code
							
							D25 Technical documentation, including glossary, model and architecture
							
							D26 Three prototypes

Main goals and project results	Responsible / Work package	Definition of concepts	Indicators (KPI) - measurements	Done so far	Identified (constantly	To be done	Deployment
				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 *1 0.4.2019.*			
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 ([tem plates](#))			Action points for the whole project team based on the remote review in June 2019.	

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

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