

## b. WP4 Work Plan

The focus of the work package 4 is on the implementation and deployment of the framework architecture and the developed prototypes including analytics. Deployment will take place in Finland, the Netherlands, Germany and some other EU-countries through networks that are already available among the partners, i.e. innoVET via Gradia.

The solutions and services of the project are deployed in stages during 2019. The deployment is based on the fundamentals of distributed deployment, meaning that users will deploy the service suitable to their own needs and timetables.

Finland aims to deploy all the developed prototypes to measure the effectiveness, usability, and feasibility of the technology and concept. Associated partners that are involved in the deployment in Finland, will deploy the developed prototypes in their surroundings and use them to support the various user groups, including immigrants and NEETs (youth not in employment, education or training). In other countries the aim is more to deploy the functionality of the framework and the concept so that the suitability across Europe is shown.

Piloting the deployment is divided into the following three concepts in accordance to the project plan:

1. Pilot the deployment of the Architecture – Dependencies between CompLeap and other services (most central being the different national study record databases, e.g. KOSKI in Finland), links between modules and concepts.
2. Pilot the deployment of the Analytics prototype - How and what information is being used in the background of the services in order to enhance the user experience.
3. Pilot the deployment of the Learner plan prototype – Modular parts supporting personal competence mapping and development.

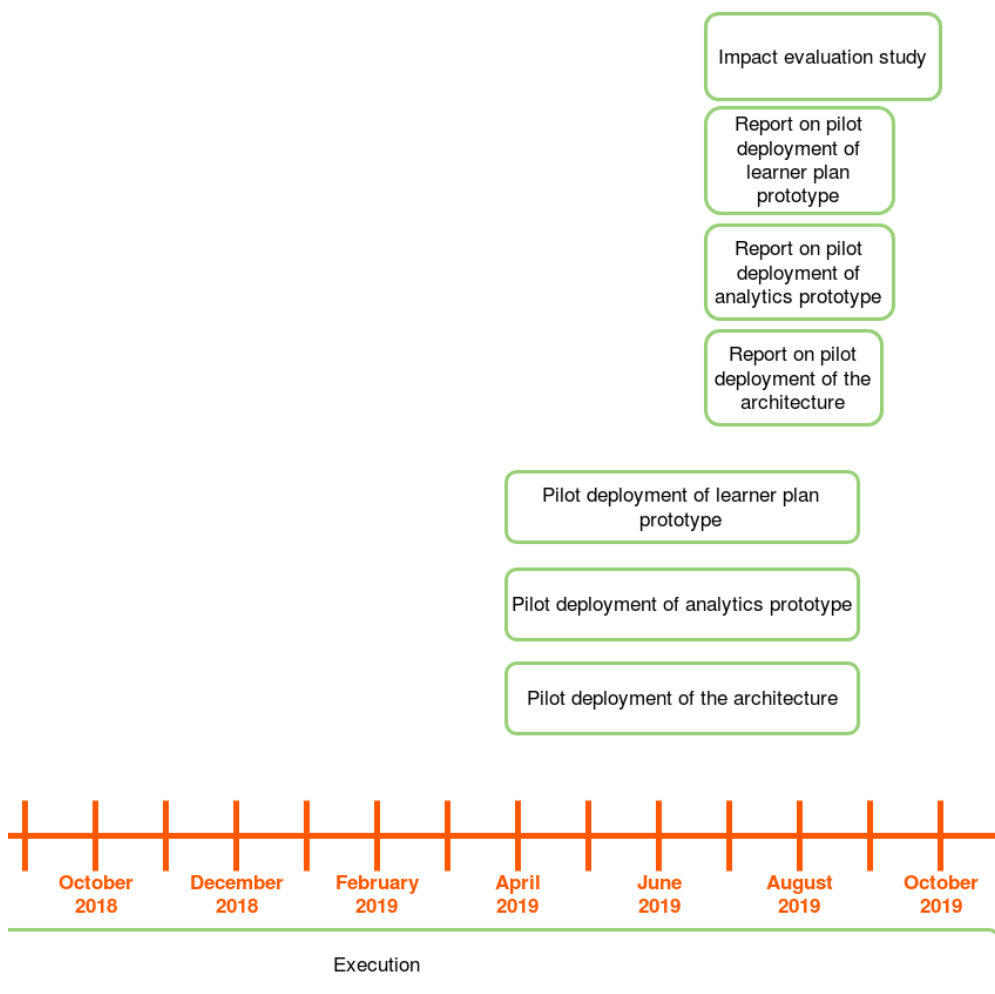
More detailed plans on the piloting of these prototypes can be found on the subpages of this page.

[Piloting and deployment plan additional document.pdf](#)

### Timetable

Event	Date
Network Workshop @GRADIA	11 June 2018
Associated Partner Kick-off @GRADIA	18 September 2018
Reference Group Workshop @EDUFI	10 October 2018
Associated Partner Workshop @OSAO	31 October 2018
Stakeholder Mid-term Seminar @EDUFI	4 December 2018
Associated Partner Workshop @TREDU	17 January 2019
Network Workshop @GRADIA	12 February 2019
Associated Partner Workshop @EDUFI	14 March 2019
Workshops @GRADIA	February - March 2019
Associated Partner Workshop @REDU	9 - 11 April 2019
Piloting the architecture	April 2019
Training sessions	May 2019
Network Workshops in Helsinki	May 2019
Associated Partner Workshop in Germany	14 May 2019
Training sessions in Finland	May 2019 -
<b>Piloting Phase 1</b>	May – July 2019
Associated Partner Workshop in the Netherlands	4 July 2019
Evaluation sessions	August 2019
Training sessions	August 2019
<b>Piloting Phase 2</b>	September – October 2019

Associated Partner Workshop in Estonia	18 September 2019
Associated Partner Web Workshop with Croatia	20 September 2019
Evaluation sessions	September - October 2019
Dissemination Seminar/Final Seminar in Finland (European Skills Week)	14 October 2019
Impact Evaluation Study (ready)	28 November 2019



## Deliverables:

Deployment (WP4) will be reported in the deliverables:

- Del 27 Pilot deployment of the architecture – M17 - 22
- Del 28 Pilot deployment of the analytics prototype – M17 - 22
- Del 29 Pilot deployment of the learner plan prototype – M17 - 22
- Del 30 Report on pilot deployment of the architecture – M20 - 22
- Del 31 Report on pilot deployment of analytics prototype – M20 - 22
- Del 32 Report on pilot deployment of the learner plan prototype – M20 - 22

## Planning platforms:

Scrumy: <https://scrumy.com/compleap>

Trello: <https://trello.com/b/2imZnmLp/compleap-wp4> (access rights?)

## User profiles:

[Userprofiles170119.pdf](#)

[Userprofiles180618.pdf](#)

## Finances

There are 27,75 personal months in total to be used for personnel expenses in the work package 4. These PMs are shared with five partner organizations in the following way:

Partner	pm
Gradia (wp-leader)	6
<a href="#">Edu.fi</a>	12
CSC	3
Oulu University	5
DUO	1,75
Total	27,75

Costs	Description	€	Total
<b>Partner costs</b>			40 000
	Associated partners in Finland, cooperation in piloting	30 000	
	Associated partners in other countries, cooperation in piloting	10 000	
<b>Workshop costs</b>			40 000
	Workshops in Finland (4 + 3)	10 000	
	Workshops in the Netherlands (2)	4 000	
	Workshops in other countries (3)	6 000	
	Training, orientation, evaluation	6 000	
	Conferencies, entry fees etc. in Finland	5 000	
	Conferencies, entry fees etc. in other countries	5 000	
	Dissemination seminars	4 000	
<b>Travel costs</b>			25 000
	External experts in Finland	15 000	
	External experts in other countries	10 000	
<b>Material costs</b>			20 000
	Marketing material	2 500	
	Videos	10 000	
	Publications/printing	3 000	
	Translation services	1 500	

	Seminars, conferences and other events	3 000	
<b>Total</b>			<b>125 000</b>

Table 7

## Risks: assessment and anticipation

The following risks will be included in the Risk Management Plan for the whole project.

The most significant risks involve setting piloting objectives, carrying out the piloting as well as the steady management of piloting (the latter two are heavily intertwined).

The risk	Description	Impacts	Assessment and anticipation
<b>Timeline</b>	Development of the prototype(s) will be delayed.	It is not possible to start piloting the deployment of the architecture /analytics prototype/learner plan prototype M17, because they are not ready.  Impacts also reporting (M20 – M22), evaluation (M20 – M23) and dissemination (M20).	Realistic timeline and enough resources for the development phase. Commitment and use of Reference Group members and other partners to get results in time.
<b>Open alignments</b>	It is not possible to start piloting the deployment because of open alignments. The consortium is not sure what we are supposed to do /develop in the project. Too many open questions, no management.	Not following the Annex I and not achieving what was promised. Goals change on the way.	Good project management, planning, open discussion and cooperation with WP2 and WP3. No unclear questions, planning tools ready to deploy.
<b>The core objectives of the work package /project are not achieved.</b>	It is not possible to deploy the architecture/analytics prototype/learner plan prototype because of the lack of functionalities.  There is a disagreement or a misunderstanding how to achieve the objectives.	Deployment is not possible at all, only piloting.	Active cooperation and enough resources in the development phase. The objectives are defined carefully.
<b>The resources in piloting the deployment</b>	There is not enough resources to use for the work package like promised.	The implementation and deployment will be delayed. There will be lack of time and poor results in piloting.	Good project management especially with the resources. Commitment of the partner organizations.

## The roles and responsibilities in organizing the work in WP4

Jyväskylä Educational Consortium Gradia (as the WP-leader) will take care of the following tasks:

- Identify the tasks in the work package.
- Produce a Deployment plan with other partners.
- Bring into use and maintain the tools needed.
- Collect the associated partners in Finland.
- Take care of the cooperation arrangements (e.g. with the associated partners).
- Coordinate the piloting parts 1 - 3.
- Submit the instructions for piloting.
- Organize the workshops and other events needed (in Finland).
- Coordinate the implementation and deployment of the prototypes in national surroundings.
- Produce orientation for the associated partners for piloting with EDUFI.
- Ensure the good information flow during the work package.
- Follow and report the progress (also budget).
- Observe and react to the risks with CSC.

- Collect the piloting surroundings with the end user groups needed.
- Participate the actual deployment in Finland.
- Produce user experience and feedback.
- Collect the data for reporting.
- Coordinate the reporting processes.
- Report the deliverables.
- Conduct the impact evaluation study.
- Pilot preparations and involvement in prototype development processes.

**The role and the responsibilities of EDUFI in WP4:**

- Find the European contacts for piloting with CSC.
- Involvement in the Deployment plan.
- Pilot the ecosystem concept.
- Deploy parts of the prototypes in Europe.
- Organize the workshops and other events needed in Europe.
- Produce user surveys needed.
- Produce material for reporting.
- Maintain the service during the piloting.
- Future development after the input received.
- Final seminar in cooperation with Gradia, CSC and DUO (M20).

**The role and the responsibilities of University of Oulu in WP4:**

- Define the analytic parts to pilot.
- Pilot the recommendation system and mapping of competences
- Pilot the Beta version in Finland (compare educational opportunities, with functionalities).
- Produce material needed for reporting.

**The role and the responsibilities of CSC in WP4:**

- Find the European contacts for piloting with EDUFI.
- Pilot the service framework in Finland & Europe.
- Produce material needed for reporting.
- Observe and react to the risks with the WP-leader.
- Help and support the WP-leader to achieve the objectives.

**The role and the responsibilities of DUO in WP4:**

- Help finding the contacts in the Netherlands (Europass experts).
- Involvement in piloting.
- Open doors for "Workshops" in European network meetings/conferences.
- Join workshops with the partners in Netherlands.
- Discussions with the education field in the Netherlands.

- Presenting the idea of CompLeap service as a best practice.
  - Implementation and deployment in Netherlands with other partners.
  - Produce material for reporting.
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