



HIGHLIGHT REPORT

Project Highlight Report

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| Project Title: | Digital Learning Champions | | Client: | Berkshire Neighbourhood Learning Centre Partnership | |
| Client Contact: | Brian Jones | | e-mpirical Project Manager: | Tony Worsdall | |
| Date: | 11/01/10 | Highlight Sequence No: | 2 | Job No: | 100015 |
| Distribution List: | Brian Jones, Peter Kayes, Philip Wright, Zena Chittenden, Lesley Riley, David Jones, Sara Hanson, Alan Bennett | | | | |

| Completed tasks for reporting period from | 14/11/09 | to | 31/12/09 |
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| <ol style="list-style-type: none"> 1. Finalise contractual arrangements with initial Digital Learning Champions 2. Deliver technology and train in use 3. Develop initial Webinar offering 4. Deliver initial learning activities 5. Finalise Evaluation Process 6. Review Phase I delivery 7. Review Communication Plan 8. Agreed finalised workplan with NIACE 9. Agreed initial invoices with NAICE 10. Training on video interviewing techniques | | | |
| Tasks to be completed for reporting period from | 01/01/10 | to | 28/02/10 |
| <ol style="list-style-type: none"> 1. Invoice NIACE 2. Finalise all contracts with DLCs 3. Delivery Phase II (all LA areas) 4. Deliver Webinars introducing centres to Web 2.0 technologies 5. Commence collection of video case studies | | | |

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| Overall Project Status: | | On time | | On budget | |
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Berkshire Digital Learning Champions

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| Additional Comments | Delay in NIACe notifying of confirmed budget has delayed delivery of Phase I but is well within contingency to deliver all learning project by 31 st March 2010 |
| Decisions required from Project Board or Sponsor during next period | Possible Continuation Funding may be available but may require a partnership bid. Decision needs to be made about lead authority post April 2010 |

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| Signed: | | Name: | Tony Worsdall | Date: | 11 th January 2010 |
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