



## JISC Project Quality Plan

*This document defines the quality expectations the project must achieve and how they will be met.*

### 1. Quality Expectations

*The JISC programme manager completes this section defining the standards and level of quality expected to be achieved by the project.*

The project will produce Open Content that is not only functional but also widely accessible, easily repurposed and deployed, as specified in the proposal and refined in the JISC project plan document in line with following standards/guidelines:

- JISC (draft) Open Source Policy May 2004  
[http://www.jisc.ac.uk/fundingopportunities/open\\_source\\_policy.aspx](http://www.jisc.ac.uk/fundingopportunities/open_source_policy.aspx)
- JISC Project Management Guidelines December 2003  
[http://www.jisc.ac.uk/media/documents/funding/project\\_management/projectmanagementguidelines0407.pdf](http://www.jisc.ac.uk/media/documents/funding/project_management/projectmanagementguidelines0407.pdf)
- The project will be advised by CETIS on standards issues <http://www.cetis.ac.uk/>
- The Open Content produced in the project will be added to Jorum, so must therefore meet their quality procedures. Jorum are able to check and advise on material before it is made public.

Tolerances

- Cost – project must be completed within agreed grant.
- Time – project must be completed by February 2009.
- Quality – project must adhere to the standards as defined for open standards

### 2. Acceptance Criteria

*For each of the main deliverables of the project criteria for its acceptance / competition are defined.*

- The project plan must be fit for purpose and meet JISC guidelines
- The project website must be fit for purpose
- The Process Guide for the conversion of existing materials into Open Learn format must be in clear English and be usable
- The content on Open Learn must: be pedagogically sound; meet institutional QA procedures; meet XML standards; have the correct XML tags; meet accessibility standards; and function independently
- The dissemination workshop should be appropriate to the project, provide dissemination and be effective in gaining new partners for the project
- The evaluation report should provide a full review of the project objectives
- The final report should meet JISC project reporting guidelines

### 3. Quality Responsibilities

*List of who is responsible for monitoring and ensuring quality for different aspects of the project*

- **Project Plan:** Project Manager, Sarah Malone
- **Project website:** Project Manager, Sarah Malone
- **Process Guide:** Project Manager, Sarah Malone and the Project Board (as listed in the project plan)
- **Content on Open Learn**
  - To ensure that content is pedagogically sound: Project Manager, Sarah Malone

- To meet institutional QA procedures: Project Manager, Sarah Malone
  - To meet XML standards: Learning Technologist, Sarah Darley, supervised by Project Manager, Sarah Malone
  - To provide correct XML tags: Learning Technologist, Sarah Darley
  - To meet accessibility standards: Learning Technologist, Sarah Darley
  - To ensure the functional independence of material: Learning Technologist, Sarah Darley
- **Workshop**
    - Dissemination: Project Manager, Sarah Malone
    - Applicability: Project Manager, Sarah Malone
    - Effectiveness: Project Manager, Sarah Malone
  - **Evaluation report:** Project Evaluator, Tina Wilson (Open University)
  - **Dissemination workshop:**
    - Dissemination: Project Manager, Sarah Malone
    - Applicability: Project Manager, Sarah Malone
  - **Final report:** Project Manager, Sarah Malone; Project Board

#### 4. Standards and Technologies

*Referenced list of standards and technologies to be used by this project.*

All deliverables of the project will comply with appropriate standards and best practices.

- Accessibility standards: W3C WAI AA
  - Level Double-A Conformance to Web Content Accessibility Guidelines 1.0: Conformance level Double-A of the W3C [Web Content Accessibility Guidelines 1.0](#), including all [Priority 1](#) and [Priority 2](#) checkpoints defined in the Guidelines
- The project will be advised by CETIS <http://jisc.cetis.ac.uk/> on standards issues.
- The project will be based on the Open Learn XML Schema.
- Content should be interoperable with IMS standards to facilitate transfer of content between repositories and different VLEs.
- Moodle supports SCORM version 1.2.
- There is an agreed standard for metadata. This will be IEEE 1484.12., or Dublin Core
- RSS feeds are RSS 2.0

Name of standard or specification	Version	Notes
OXML	1.2	This is the Open University's standard for structured authoring of material released as open schema through OpenLearn. This core format for content enables conversion to alternative formats listed below.
IMS Content Package	1.1.4	Enables transfer to other VLEs
IMS Common Cartridge	1.1	Enables transfer to other VLEs (release planned January 2008)
Moodle Backup format	1.9	This enables transfer to other Moodle servers and local editing of content.
XHTML	HTML 1.0 Strict	XHTML compliant
XHTML	HTML 1.0 Strict	Zip of all assets associated with a unit

## 5. Quality Control and Audit Processes

*Description of the process to be used to control project quality and enable auditing.*

- **Project Plan:** Review by Project Board
- **Project website:** Review by partners and JISC
- **Process Guide:** Independent Peer Review
- **Content on Open Learn**
  - Pedagogically sound: Built in to design process
  - Institutional QA procedures: Peer Review
  - Meets XML standards: Software-based testing, validation tools
  - Correct XML tags: Checklist
  - Meets accessibility standards: Checklist
  - Functional independence of material: Checklist
  - Testing by CETIS
- **Workshop**
  - Applicability: Evaluation of workshop (via qualitative and quantitative tools)
  - Effectiveness: Number of partners proposed
- **Evaluation report:** Review by Project Board
- **Dissemination workshop:** Evaluation of workshop (via qualitative and quantitative tools)

## 6. Change Control and Configuration Management Processes

*Description of the process to be used to manage change and configuration management.*

- If the direction of the project does need to change significantly then we will consult the project board.

## 7. Quality Tools

*List any tools to be used to help ensure quality.*

- JISC project management toolkit
- W3C Quality Assurance tools <http://www.w3.org/QA/Tools/>
- Quantitative and qualitative questionnaire/interviews for workshops
- Validation included in XML editing software