

Task: Progress Report (21st March)

Key dates:

- Draft due: 8th April (Compilation and distribution: Karen)
- Draft review: 8-12th April (Action: All, comments to Eva)
- Finalisation: 13th April (Action: Eva)
- Submission: 14th April (Action: Looqmaan)

Complete	
In Progress	
Not started	

Contents	Responsibility	Deadline	Progress
Executive Summary	Karen	7 th April	
1. Introduction 1.1. Aims 1.2. Progress to date 1.3. Contents of report	Looqmaan	23 rd March	
2. Project Objectives and Scope 2.1. Definitions 2.2. KPIs 2.3. Scope of the Project	Robin	23 rd March	75%
3. Stakeholder Analysis 3.1. Client profile 3.2. Needs Analysis	Karen	22 nd March	
4. Project Outcomes 4.1. RLS Manual 4.2. Investigation of Moodle LMS 4.3. Prototype Learning Units	Hadi	28 th March	60%
5. Implementation of Learning Theories	Chris	27 th March	50%
6. Technical Section 6.1. Difficulties and solutions 6.2. Toolbook: pros and cons? 6.3. CD Program Level Interface	Hadi	6 th April	40%
7. Project Expenditure	Looqmaan	30 April	
8. Management 8.1. The six management areas 8.2. Risk & Opportunity Management	Eva	25 th March	80%
9. Conclusions and Recommendations	Robin	4 th April	
References	Chris	6 th April	
Appendix A: A1: Gantt chart A2: Scope Update A3: Risk Management	Looqmaan	25 th March	
Appendix B: LMS Details	Hadi	28 th March	