Skills Build -2015/2016

Project Plan

Skills Build – 2015/16	Sponsor: Emma Freeman Manager: Helen Farrell Support: Ryan Brock
Project Background:	East Herts joined the EELGA ELearning contract Vine East in 2012. Our individual platform named Skills Build went live to all employees in 2013. In 2014 Vine East made changes to the host server and updated the main platform. This has given East Herts the opportunity to review the contents on the platform and look to re-launch Skills Build.
Project Benefits:	The benefits of E Learning are: • All Employees can access the training courses • Employees can complete a course at a time convenient to them at home or in the office • Courses can be set up for certain groups of employees to complete • Participation can be monitored • The open courses are accessible as and when an employee needs them
Project Objectives:	The current objectives are: • To update the platform to ensure current employees can access the courses and leavers are removed • To ensure the current courses are fit for purpose • Re-launch the platform to all employees • Ensure that courses are uploaded and released to employees on a regular basis • Reporting is carried out on a quarterly basis to monitor participation and use of the platform • To research the core Microsoft e-learning courses
Project Deliverables:	The required outcomes are: • A successful re-launch of the Skills Build platform • Up-to-date and fit for purpose courses • Regular reporting of platform use • New courses added to the platform each month • 6 monthly review of the courses on the platform • To procure the core Microsoft e-learning courses
Success Criteria:	The success of the project will be measured by the members of employees using the platform and the recommendations from employees/managers to add courses to Skills Build.
Constraints:	The constraints are currently system access issues and the pull of other projects that Officers are working on. Officers have been allocated a set period of time on the

	project.
Key Assumptions:	- That Graduate will be available to support the initial set up of the re-launch - Managers will work with HR Officer to ensure the course content is correct and relevant to East Herts employees - Support will be given by the Head of HR and OD to implement the project - Managers will support the re-launch and encourage staff to access Skills Build and complete the courses - HR will report on Skills Build to CMT on a quarterly basis
Project Manager:	Helen Farrell, Human Resources Officer is the project lead. Helen has produced the project plan and will share the initial plan with Emma Freeman and Ryan Brock. Once the plan is agreed, Helen will monitor the project updating and reporting any issues to Emma Freeman. Helen with the assistance of Ryan will adapt and design courses on Composica and transfer them onto the Skills Build platform enabling employees to access them. Helen will also be responsible for keeping the platform up-to-date with new starters and leavers. Helen will also work with the Scrutiny Officer to develop key courses for the Councillors.
Project Sponsor:	Emma Freeman is the project sponsor. Emma's role is to support the project and give progress reports to CMT. Emma will also provide input on the types of courses that should be introduced to Skills Build through SMG feedback and to ensure the ELearning compliments the council's strategic learning programme.
Budget:	£7000 has already been paid to Vine East for the financial year 20015/16. This gives access to Vine East Central, Skills Build, Composica and support from Vine East and their partner CLS. £3,000 to enable the purchase or design if the core Microsoft programme e-learning courses. E-learning is funded from the corporate training budget
Project Start Date:	1 April 2015
Completion Date:	June 2015 for the re-launch and the maintenance and growth of the platform to be on-going until the 31 March 2016. There will be progress reports every quarter.

Course Responsibilities

Helen	Ryan
East Herts Induction	Presentation Skills
Chairing a Great Meeting	Introduction into Local Government
Email Stress	Wellbeing
Managing Your Stress	Inclusion and Diversity
Making Every Contact Count	Introduction to Equality and Diversity
Code of Conduct	
Giving Supportive Feedback	
Listening Skills	
Practical Problem Solving	
Delegating Effectively	
Disciplinary Process	
Absence Management	
Meeting Essential Skills	
Homeworking	