

27490

## KP-LAB

# Knowledge Practices Laboratory

Integrated Project

Information Society Technologies

### D12.3 Training plan (M29 revision)

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PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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# Training plan

## 1.1 Introduction

The objectives of training activities as stated in the DoW are;

1. to organize training within the project for the participants to learn to use the necessary tools
2. to support training activities of the partners when they deliver and take in use the tools and practices during extended pilots

The approach with regards to the first point is that partners may need training not only for the tools, but also to better understand the methodologies and theories behind KP-lab. Basically the training within the project can span most aspects needed to secure good results.

The second point also gives room for training material that can be used outside and after the project, if deemed suitable.

A first deliverable from WP12 was this training plan. It is updated to describe the current state of the training planning.

### 1.1.1 Positioning of the training plan

The training plan is meant to be a starting point for the training activities based on the general project activities and furthermore project results. It is not supposed to be overly detailed since the main organising of training and creation of training guidelines and material is a continuous work.

### 1.1.2 Description of work

In the DoW the training is described in the following way.

The training has two main target groups, that is inside and outside of the consortium. Each target group can also be divided into sub groups, depending on their training needs and objectives.

The internal training activities among researchers, developers and occasionally among users are for example Teachers' workshop and training sessions together with WP9 and 10. Partners will also organize small-scale training in close collaboration with each other and supported and guided by WP12.

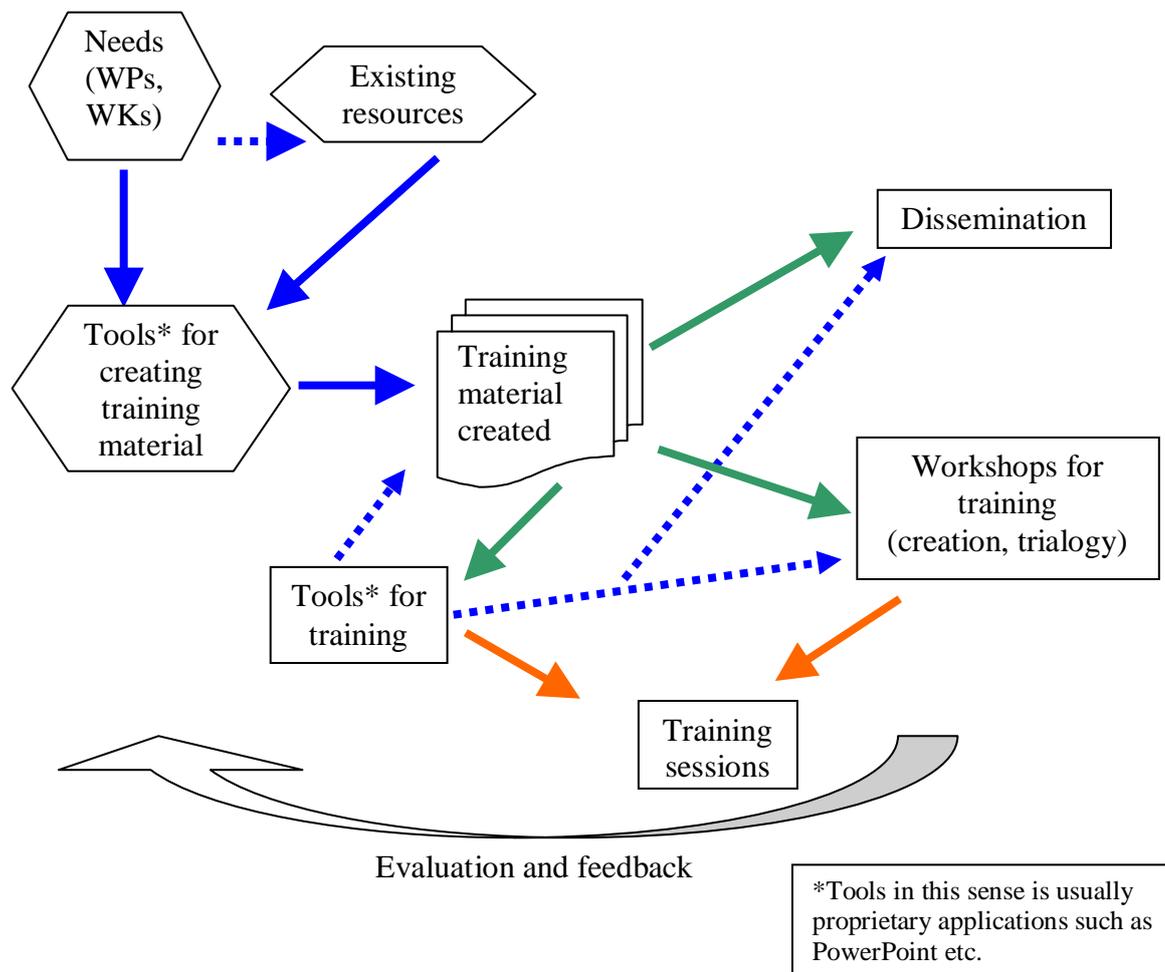
These training activities will be based on the project results that different work packages reach during the project. As tools become available more training will be connected to them. At the first stages tools training will be internal, in the consortium, in order to install, use and further develop them. This is not limited to tools developed in KP-Lab but also other tools and practices related to for example the co-evolutionary process will come into question.

Training aimed at external target groups will take place as tools and practices are being piloted outside the consortium. Sometimes training material earlier used in internal training can be reused but in many occasions it will need to be updated. This external training also connects to the dissemination of project results.

To plan training, each partner, work package or working knot (as appropriate) will designate a person responsible for training. That person will watch training needs evolved from the work and bring them forward to WP12 for inclusion in the training plan.

Other activities concentrate on creating guidelines for training and collecting good examples and experiences about training for further work.

Based on these statements a proposed workflow for the training activities has been designed.



**Figure 1 Suggested work flow for training**

The difference between “Workshops for training” and “Training sessions” may not be obvious. The reasoning is that the workshops are more aimed at trialogically create training material while the training sessions more “reuse” training material. Still it is of course vital that the training sessions are allowed to give feedback and move to a more trialogical approach too.

## 1.2 Training overview

The scope and procedure of training has been discussed within WP12 during the development of this edition of the training plan. The aspects of training has been clarified and elaborated upon, with three main examples:

1. "Internal" or "integrated" training, activities that are very tightly connected to the work we do in WPs or Wks, for example when one partner explains how to install and use a tool to another partner, or when a pedagogical method is explained to a developer
2. KP-Lab Tools training aimed directly at pilot groups, test groups or the public
3. Specific training activities such as lectures, meetings, videos etc. that are specifically targeted to an audience that needs training about the KP-Lab project ideas or outcomes - can be for an internal or external audience.

Any of these are welcome as training and any of them can either be performed entirely by the WP/WK, or with different grades of assistance from WP12. The design of the project and the allocation of resources mean that most of the training will be of type 1 listed above.

In any case, WP12 will be monitoring the activities to be aware of training being performed, so the activities can be added to the list of training activities, and when possible be evaluated and documented.

The suggested tasks for the training representative are;

- a) inform WP12 of training activities performed or planned (usually monthly/bi-monthly)
- b) request WP12 for any assistance with training that might be needed - it can be converting a written instruction or presentation into more "pedagogical" training, compiling information from several sources, testing of material etc

### 1.3 The needs for internal training

In the early stages of the project quite some time was devoted to internal training, on methods and “baselines” for the development work. As the project progresses more of the internal training will target project results. The process of developing tools is the main aspect since in many cases they require some degree of training in order to be installed and setup for internal testing and evaluation.

Work packages and working knots have named (or in some cases will name) persons responsible for training, that will make sure training is performed as needed. WP12 management will be in regular contact with that person to make sure training needs are taken into account. The WP12 management will assist when necessary and keep track of the training activities.

### 1.4 External training

External training, targeted to people outside the KP-Lab consortium will mainly handle tools – how to install and use them, mainly for piloting purposes. But to assist some training on the methodologies may also be needed.

Just as for internal training the persons responsible for each work package or working knot will make sure training is taken care of.

### 1.5 Training representatives

As decided earlier all Work Packages with trainable results, all Working Knots and Exploitation Stakeholder Groups (per exploitable result) have been asked to designate a training representative. The rationale is basically that the WKs and WPs will have to decide within them how to organise representatives without overlapping. Some WPs have all of their work/results produced within WKs and in that case the WP itself may not need a training representative - the task is "delegated" to the WKs.

The list is evolving as the project develops but the current state is this:

Person	Responsibilities			Training Representative
	WP	WK	Result/tool	
Matti Sinko	WP1			n/a
Christoph Richter	WP2	WK2		Appointed per result and WK
Benoit Baurens	WP4			TBA
Vassilis Christophides	WP5		RDF Suite	TBA
Dimitris Kotzinos	WP5		RDF Suite	TBA
Hannu Markkanen	WP6			EVTEK
Hadj Batatia	WP7			n/a (WP closed)
Minna Lakkala / Patrick Sins	WP8			TBA
Reuma deGroot	WP9	WK8		TBA
Anne Moen	WP10			TBA
Zvi Ben Ami	WP11			Zvi Ben Ami
Gustaf Ulander	WP12			n/a
Claudio Delrio	WP13			Claudio Delrio

Merja Bauters		WK1		WK chairs for WK 1-5 will decide. Interim representatives are Merja Bauters and Jan Paralic
Jan Paralic		WK3	Awareness services	
Eva Zöserl		WK4		
Sami Paavola		WK5		
Mikko Hyönälänmaa		WK6	Change laboratory tools	TBA
Christophe Piombo		WK7	Multimedia annotation tool	Christophe Piombo
Yannick Lizzi		WK8		TBA
Kari Kosonen		WK9	CASS Tool Collaborative semantic modeling tool	Antti Hämäläinen
Hanna Barclay (maternity leave)			Shared Space	TBA
Raul Drachman			Map-IT	Zvi Ben Ami
Karol Furdik			Text mining services	Karol Furdik
Jozef Wagner			KMS Persistence API	Jozef Wagner

## 1.6 Planning

Planned training tasks are described in the following list.

Training task	Release date	Lead partner/training representative	Connection to deliverable/result	Target group/population	Training objective
Map-IT training	June 16 <sup>th</sup> 2008	AKKA-ISS (Silogic), Benoit Baurens	Map-IT V2.1 release	1. Map-IT users (pilot groups) 2. Map-IT installers (technological)	1. Getting started with Map-IT 2. Using Map-IT 3. Installing and configuring Map-IT server
Map-IT training	M32		Map-IT V2.2 release	1. Map-IT users (pilot groups) 2. Map-IT installers (technological)	1. Getting started with Map-IT 2. Using Map-IT 3. Installing and configuring Map-IT server
Map-IT training	M36		Map-IT V3.0 release	1. Map-IT users (pilot groups) 2. Map-IT installers (technological)	1. Getting started with Map-IT 2. Using Map-IT 3. Installing and configuring Map-IT server
Map-IT management training			M2T V1.0 (Map-IT management tool)	Map-IT installers and managers	Managing Map-IT
Map-IT management training	M32		M2T V1.1 (Map-IT management tool)	Map-IT installers and managers	Managing Map-IT
Map-IT management training	M36		M2T V2.0 (Map-IT management tool)	Map-IT installers and managers	Managing Map-IT
Usability training	M27	Merja Bauters	R2.10 Usability guidelines and recommendations for KP-Lab tools and methods, release 3	All partners engaged in usability testing or research cases with KP-Lab tools.	Performing better usability testing or research on KP-Lab tools
Guidelines for extended piloting	M34	Merja Bauters and Christoph Richter	R2.13 Guidelines and mechanisms for extended piloting	Ped. WP-leaders and all partners engaged in extended piloting activities	Performing better piloting of KP-Lab tools

			activities		
Tools of shared space	End of june 2008	Merja Bauters	D6.7	Shared Space users (test/pilot groups)	1. Getting started with tools of shared space 2. Using shared space
Full help service (shared space)	M36	Merja Bauters	D6.7	Shared Space users (test/pilot groups)	Using shared space
KP-Lab quality framework	DoW 3.1	Claudio Delrio		1. All KP-Lab partners 2. External stakeholders interested in quality assurance of international projects	1. Quality assurance and development for KP-Lab 2. Quality assurance and development of projects in general
Awareness services	M32	TBA			Introduction to Awareness services
Text Mining Services	M24	Karol Furdik			Introduction to Text Mining Services
KMS-Persistence API	M32	Jozef Wagner			Introduction to KMS Persistence API
CASS-Q training	M36	Antti Hämäläinen		CASS-Q users	Introduction to using CASS-Q
CASS-Memo training	M36	Antti Hämäläinen		CASS-Memo pilots (for usability testing)	Being able to perform usability testing of CASS-Memo

Training foreseen, tasks that are not yet planned in detail:

<b>Training task</b>	<b>Release date</b>	<b>Lead partner</b>	<b>Connection to deliverable</b>	<b>Target group/population</b>	<b>Training objective</b>
Prototype of the Knowledge Repository (V.3.0), and the	M36	Forth-ICS	D5.6		
Protototype of the Knowledge Mediator (V.3.0)	M36	Forth-ICS	D5.6		
Prototype of the Knowledge Synthesizer (V.1.0)	M36	Forth-ICS	D5.6		
Prototype of the	M42	TUK	D5.7		

Knowledge Matchmaker (V.2.0)					
External release of end-user applications (Shared space)	M36	EVTEK	D6.7		
Summary of research on knowledge practices in education supported by KP-Lab technology	M42	UU, UH	D8.3		

The WP12 management will keep a table up to date based on the input from the work package and working knot representatives.

## **1.7 Training reports**

D12.2 gives a report on the training related activities performed until September 2007. In M31 a updated report will be produced.

## **1.8 Topics handled in previous training plan**

The previous edition of the training plan handles some basic foundations for training – it is not repeated in full, but the headings are:

- The existing resources for internal training – what do the partners have?
- Methodology for internal training
- Tools for training
- Tools for creating training material
- Training so far
- Relation between training and dissemination – possible external use of training material
- Training workshops
- Training sessions
- “Training on demand”
- Training time frames
- The next step ahead