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DIRECTORATE FOR EDUCATION  
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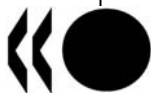
**DEVELOPMENT AND IMPLEMENTATION OF PIAAC WEB-BASED COMMUNICATION TOOL  
(SHAREPOINT)**

**4th meeting of PIAAC BPC  
2-3 April 2009  
Paris**

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## **DEVELOPMENT AND IMPLEMENTATION OF PIAAC WEB-BASED INFORMATION TOOL (SHAREPOINT)**

1. This paper gives an overview of the strategy and design of the proposed PIAAC web-based collaboration site (SharePoint). A demonstration of the proposed website will be given during the PIAAC Board of Participating Countries meeting (3 April 2009).
2. Members of the BPC are asked to:
  - *COMMENT* on proposed tool;
  - *PROVIDE* direction on its development to meet their communication needs; and
  - *INDICATE* if they would be willing to test access rights and use of the site during mid-April

### **Introduction**

3. PIAAC represents a major financial investment for participating countries. The project's timetable is ambitious and the expectations of participating countries are high in terms of the quality and policy relevance of its results. Within this context efficient collaboration between the key stakeholders of Participating Countries, the ETS Consortium and the OECD Secretariat is imperative to ensure successful outcomes and minimise possible risks.
4. It is important that the vast array of documentation relating to the project is easily accessible and that project participants have up-to-date information for both planning and monitoring purposes on project tasks, deliverables and deadlines and the performance of project partners (countries, the Contractor and the OECD) in meeting deadlines.
5. Therefore, it is proposed to establish a PIAAC web-site which would: i) act as primary communication tool that would give the key PIAAC stakeholders a centralised access to all of the relevant information on the implementation and management of the project; ii) support on-line discussions of key issues; and iii) allow for timeline tracking. The rest of this paper sets out the advantages of using SharePoint to create this web-site as well as an outline of how the site would be structured and the implementation steps involved.

### **Advantages of SharePoint web tool**

6. In developing the platform, the Secretariat concluded that SharePoint offered the following advantages:
  - Efficiency: all information is contained in one place, in particular the large numbers of documents related to the project; offers a practical solution to tracking deliverables and outputs.
  - Ease of use: the site architecture ensures intuitive navigation;

- Accessibility: the site can be accessed anywhere, anytime once internet connection is possible;
- Collaboration and interactivity: offers technological solution to facilitate regular dialogue;
- Security: a stand-alone site maximises security needs for confidential materials;
- Synergy with existing tools: a SharePoint site is already offered by the ETS Consortium to PIAAC National Project Managers which acts as is a primary communications tool for the management and national implementation of PIAAC. Users will be able to move between site by using links located on the home pages.
- Longevity and future potential: SharePoint will become more sophisticated with the design update planned by Microsoft in 2010.

### **Site Architecture**

7. The site is designed to facilitate easy access to the information which is crucial to the work of the BPC. There are four main web pages:

- Homepage
- BPC documents
- Project Management
- Timeline Tracking

8. A brief overview of each of these web pages is provided below:

#### **1. Homepage**

- 1.1. Recent documents – the last 5 documents posted on the site will automatically appear on the home page.
- 1.2. Document library of email “Newsletter” sent from Secretariat to countries. Within the library email newsletters will be catalogued by subject and date.
- 1.3. Requests from Secretariat: On receiving requests from the Secretariat for comments or views, a link will be given to the site where an electronic questionnaire can completed.
- 1.4. Announcements – key information and updates on project development, users can request alerts when new announcements are posted.
- 1.5. Calendar of key events and meetings which are pertinent to PIAAC work.
- 1.6. Links to other key sites (E.g. ETS consortium SharePoint, relevant public website, etc.)

#### **2. Project Management**

- 2.1. Meeting Document library: all documentation for BPC meeting classified by date and subject.

- 2.2. Project Management Document library: all info for action and implementation outside of BPC meetings.
- 2.3. Admin Document Library: folder by country with assessed contribution and invoicing material which will be accessed only by the country concerned.
- 2.4. Practical Information Library: contains practical information on logistics, etc.

### **3. Timeline tracking**

- 3.1. Home page timelines tool: starting from Q4 2008 and running through to 2013, all key milestones and deliverables are included in a web task list. Any changes to the timeline will be highlighted through an announcement field. The Secretariat will monitor progress with implementing the timeline, including the actual completion date of tasks and the reasons for any delays.
  - 3.2. Relevant Documents Library: documents relating to timelines, for example initial, revisions, extensions.
  - 3.3. Comment Field: a field will be available for countries to leave their comments on timelines issues. On leaving comments an automated alert will be sent to webmaster who will follow-up as necessary.
9. The OECD Secretariat and the ETS Consortium will be responsible for maintaining the tool day-to-day.

### **Access and security**

10. To ensure adequate levels of security on the material contained on the site, it is advised by the Information Technology Department at the OECD to keep user numbers by country to a limit. It is therefore proposed to provide a maximum 3 accounts by country. Each user will have a user name and password.

### **Next Steps**

11. Countries are invited to comment and provide directions on development of the site at the BPC meeting. Following the BPC meeting, the Secretariat will finalise the design of the site and implement on the following timetable:

- *Early-Mid April 2009* – following comments and direction provided during from the BPC, the site design will be finalised;
- *Mid-End April 2009* – access and navigation testing;
- *May 2009* – user access will be provided; and
- *December 2009* – full review of usability and efficiency of site using questionnaire to be administered to all users.

12. Countries are also asked to volunteer to participate in the usability testing of the site in April. It would be desirable for at least five countries to take part in this testing phase which would involve passing through site security, entering the site and navigating around the site over a two week period.

13. It is expected that the site will be operational from May 2009. The Secretariat will inform the BPC once the site is open for use. A user guide is currently being developed and will be made available prior to the site going live. The operation of the site will be reviewed in December 2009 with the aim of identifying improvements that could be made to the design and operation of the site. Countries will be encouraged to give feedback on the site prior to this date.