**RESOURCE REQUEST:**

 **HCI 3 INNOVATION & AGILITY PROJECTS**

**Purpose**  The purpose of this document is for Faculties/Units to describe the immediate resources required for their HCI 3 projects.

**Resource Request** The table below is to be completed by the Executive Dean (or equivalent position) in the area in which the resource request arises:

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| **Proposed Home School / Unit** |  |
| **HCI 3 Project** | □ DCU Futures contract: ID 18395622 (DCU-led) □ Microcredentials project (MC2): ID 17938384 (IUA-led)□ RPL project: ID 18387644 (THEA led)□ Virtual Labs project: ID 16698436 (MU led)□ PGCert Innovative Materials: ID 17884187 (IT Carlow led) |
| **Contribution to project and alignment with work package plan** |  |
| **Proposed start date** |  |
| **Contract Duration** |  |
| **Specify the Resource required** (e.g. Assistant Lecturer, Grade V Administrator etc.) and time fraction (e.g. FTE 0.5) over the life of the project) | **Grade:** **Code:** **FTE:**  |
| **Reporting to** (name and position. e.g. Joe Bloggs, Head of School/Head of Unit). |  |
| **Estimated Total cost of resource requested** (excl. PRSI) Please refer to DCU current pay scales: <https://www.dcu.ie/finance/pay-scales-finance>  | Pay range €? to €? over ? years and ? months. Total cost of resource depends on entry into the pay scale and progression. Total Investment €? to €?(Workings €? - €? x ? years & ? months, indexing excluded) |
| **Issues/Challenges** (e.g. are there any issues or challenges that need to be noted or overcome with recruitment) |  |
| **Existing School/Unit resource(s)** which will be supported to work on the HCI project as a direct impact of this added capacity. |  |

**Commitment** In this context, it is agreed that the Faculty/Unit will play an active role in realising the range of HCI Pillar 3 deliverables and commits to:

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| **Programme & Project Delivery** | Ensure objectives are met across the lifecycle of the project, including the developing, delivering and monitoring of academic programmes / microcredentials / specific projects. Provide leadership, guidance and identified points of escalation for issues and challenges.  |
| **Capacity growth** | Monitor Faculty / Unit / External Institutional efforts to deliver targeted student registrations on new programmes / specialisms / microcredentials while, at a minimum, sustaining student numbers within existing courses collectively at March 2020 levels.   |
| **Capability development** | Facilitate and monitor how impact of new approaches goes beyond the nominated programmes by involving a wide number of academics in the initiatives.    |
| **Reporting** | Provide reporting to the programme management team and steering committees, engaging with financial management and oversight of the project in line with HCI terms and conditions**.**Participate in institutional or project audits for the use of HCI funds awarded. |
| **Stakeholder Management** | Play a part in the coordinated management of relationships with all internal and external key stakeholders to support development and delivery efforts, including the programme management team, the student recruitment team, other DCU faculties and units, external institution leads, and enterprise partners.  |
| **Expert programme advice and support** | Provide expert advice and support to the programme / projects administration enable effective decision making and achievement of outcomes as set out in the HCI proposal.  |
| **Change Management** | Deliver strategic change with peers and senior internal staff through a combination of project and business-as-usual activity; balancing competing priorities within resources. |
| **Governance** | Support governance and programme/project committee requirements by working closely with steering committees, programme management team and/or external institution leads. |

**Approval**

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| **Signed:**  | **Date:**  |
| **Position: *Executive Dean*** |

\**To be completed by HCI Programme administration*

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| \*Role | \*Reference(s)HCI3.M.1 |