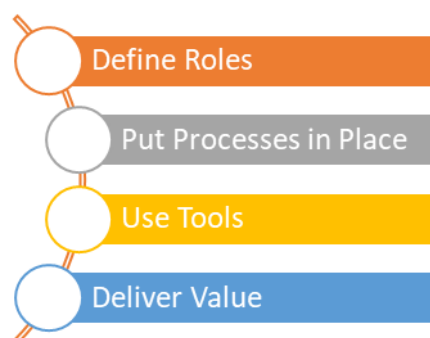


OpenCoPs quick guideline

Introduction

An Open Community of Practice (OpenCoP) is a team organization which intends to create new knowledge and to facilitate exchange and learning from each other amongst the members. The term “Open” emphasizes both the possibility to join and leave the CoP and the ambition to publish all results as Open Educational Resources (OER), Open Source Software etc. under an open license, e.g. Creative Commons. OpenCoPs are an organizational pattern and tool in the context of Open Innovation and agile practices. This guideline provides a brief practical approach towards establishment of OpenCoP.

Steps towards establishment of OpenCops



1. Define Roles

The operation and management of an OpenCoP requires the definition and assignment of certain roles. OpenCops need to have a record of roles which is updated during life of OpenCoP. OpenCoP members may take roles based on their knowledge and needs of community.

Open CoP Roles Register board

R	Role	Name	Family Name	Contact info	Join date	Status
1	Product Owner					
2	Configuration Planner					
3	Developer					
4	Moderator/Facilitator					
5	Teacher					
6	Learning Steward					
7	Release Communicator					
8	Documentation Manager					
9	IT Steward					
10	User (students, etc)					

2. Put Processes in Place

OpenCoPs are an organizational pattern and tool in the context of Open Innovation and agile practices. In this way OpenCops need to plan and deliver values based on agile project management approaches.

As a guide to start an OpenCoP, following processes are advised to be considered :

a. Community Coordination Plan

Based on selected agile approach, a community coordination plan needs to be established.

Product owner in collaboration with OpenCoP members needs:

- Identify coordination needs
- Select communication tools
- Define schedules of communications
- Communicate the coordination arrangements to OpenCoP members

b. Development/Teaching /Review/ Release Plan

The main aim of OpenCoPs in Erasmus projects is to develop, pilot teach, review and release the Open Educational Resources. To reach this goal, OpenCoPs needs to design iterations based on framework of their agile project management approach by consideration the overall delivery plan of projects.

While OpenCoPs follows their agile approach for developing, pilot teaching, review and release of OERs, a minimum iteration plan must be set to be followed as general schedule for activities in a way that speed of performing activities being evaluated.

A sample plan of activities for two iterations is shown in following figure.

	Module Specified	Content Designed	Pilot Teaching Started	Module Evaluated	Improved for Release	Revision Released As EOR
1	15-APR-2021	30-SEP-2021	01-OCT-2021	15-JAN-2022	01-APR-2022	15-APR-2022
	Overall Learning Outcomes Target Group Analysis Competences & Learning Outcomes	Select Teaching/learning methods per competence Define didactic concept Define an Activity Plan	Teaching & Learning Resources	Assessment Methods Quality Assurance Evaluation	Tailoring & Educational Tracks	Curricula Integration
			Block Weeks			
2	15-APR-2022	30-SEP-2022	01-OCT-2022	15-JAN-2023	01-APR-2023	15-APR-2023
			Block Weeks			

3. Use Tools

OpenCoPs utilize several tools for their activities. Following table shows most common tools and their field of use for OpenCoPs.

Nextcloud File repository	Confluence Collaboration tool	Jira Software Work management	MS Teams Communication	Website Dissemination
<ul style="list-style-type: none"> • Project description • Budget • Mobility plan • Reports • Final results (documentation) 	<ul style="list-style-type: none"> • Wiki docs • Module specification • Standards 	<ul style="list-style-type: none"> • Ticketing system • Track, organize, and prioritize tasks • Track progress 	<ul style="list-style-type: none"> • Community management • Chat • Meetings • Discussions • Polls (additional plugin) 	<ul style="list-style-type: none"> • News • Outcomes • Events • Etc.

4. Deliver Values

The intention to create new knowledge and to facilitate exchange and learning from each other amongst the members in OpenCoPs results in delivering values in form of OER. Beyond that community will enrich its structure, processes and agility and tends to be more effective, efficient and sustainable.

To deliver proper value, integration of members collaboration, effective processes and efficient tools is a need and OpenCoPs perform in a PDCA approach to facilitate a proper OER delivery.

