

Process Timeline for 2016-2017 Timetable

Date	Event	Detail	Action
2016 February 8 th	Creation of 2016-2017 Dataset	Roll forward of existing Teaching Templates & Activity. Roll forward all Programme & Class instances on SRS.	TT Team SEES
March	Training on use of Timetabling System	New DTCs should attend one full day session	TT Team DTCs
March 9 th	Timetabling system open to Departmental Timetable Coordinators (DTCs) Drop-in workshop sessions	DTCs to record new teaching activity and amend existing templates and activities.	TT Team DTCs
End March	All new UG Programmes and Classes approved	SEES to add new, approved Programmes & Classes for 2016-2017 to the SRS system, for extraction to Timetabling System	SEES TT Team
May 12 th to May 17 th	Teaching Activity Progress questionnaire to be completed by DTCs	DTCs to complete questions about their progress towards completing amendment of teaching activity data	DTCs
May 20 th	Completion of Teaching Activity Data amendment for 2016-2017	Assessment of teaching data quality. Address and resolve issues with DTCs.	DTCs TT Team
	Closure of Timetabling System to DTCs		
May 30 th to June 3 rd	Completion of Year 1 UG Pathway Validation meetings Upload of Year 1 Pathways to TT System	All Pathways to be agreed. Yr 1 based on 15-16 student choices (amended where necessary)	DTCs or other Departmental contact TT Team

Date	Event	Detail	Action
June 6 th to July 29 th	TT Team to create and allocate Planning Sets to teaching activity for all Year 1 UG Programmes on the live Timetabling System	Schedule/allocate teaching activity Prioritise scheduling & allocation of teaching activity for Early Start (PGDE), requirement of specialist or external space, large/multiple week activity DTCs to be available to respond to enquiries in relation to teaching activity	TT team DTCs
	TT Team to schedule/allocate teaching activity		
	Periodic reports of unscheduled activity.	Scheduling/Allocation progress reports to Vice Deans/Steering Group	VDAs TT Team
June 13 th to July 17 th	Periodic import of UG Years 2,3,4,5 Student Provisional Class choice data	Import of student data based on students' provisional curriculum choice (Years 2-5) and allocate whole group activities	TT Team
June 24 th	Publication of Provisional Early Start (PGDE) Timetable System open to Education DTCs	Education DTCs to check allocation of activities and advise TT Team if any change required	Education DTC TT Team
July 20 th	Deadline for submission of Education changes	Assessment of teaching data quality. Address and resolve issues with DTCs	TT Team
August 1 st	Publication of Final Early Start (PGDE) Timetable Reports of Unscheduled Activities to PGDE DTCs	No TT & RB changes to room allocations for PGDE teaching activity without prior arrangement with School of Education (<i>does not include teaching scheduled after 2nd Dec</i>).	Education DTCs
	TT Team		
	Publication of Provisional Standard Start Timetable	DTCs check allocation of activities and advise TT team of any changes	DTCs TT Team
	Timetabling System open to all DTCs	Amendment of teaching activity for all classes. DTCs make any changes required.	DTCs

Date	Event	Detail	Action
August 16 th	Closure of Timetabling System to DTCs	Assessment of teaching data quality. Address and resolve issues with DTCs.	TT Team
August 22 nd	Early Start (PGDE) Teaching Begins		
August 29 th	Publication of Final Standard Start Semester 1 Timetable Timetabling System open to all DTCs Reports of Unscheduled Activities to DTCs	DTCs check timetables. No TT & RB changes to room allocations for teaching activity without prior arrangement with Departments/Schools (<i>does not include Semester 2 teaching activity</i>)	DTCs TT Team
August 29 th to Sept 2 nd	DTC Student Planning Set/Student Allocation Workshops	DTCs to attend workshop covering Year 1 Student Planning Sets & Student allocation to whole cohort activities. Description of the implications for amendment and scheduling/allocating rooms.	DTCs TT Team
September 19 th	Standard Start Semester 1 Teaching begins		
September 19 th to October 14 th	Rolling refresh of undergraduate student class choice data	DTCs to allocate students to whole cohort activity where class changes have been made, for Individual Student Timetables.	DTCs TT Team
October (tbc)	DTC Annual Workshop	Opportunity for DTCs to reflect on Timetabling process 2016-17, discuss improvements and communication of changes and challenges for Timetabling 2017-18.	DTCs TT Team Timetabling Steering Group VDAs

Date	Event	Detail	Action
October 21 st	Email reminder to DTCs to review teaching data for Semester 2 activities	DTCs review teaching activities and make any amendments required	DTCs TT Team
November 18 th	Deadline for submission of changes to S2 teaching data. System closed to DTCs.	Assessment of teaching data quality. Address and resolve issues with DTCs	TT Team
December 2 nd	Publication of Final Standard Start Semester 2 Timetable Reports of Unscheduled Activities to DTCs	DTCs check timetables. No TT & RB changes to room allocations for teaching activity without prior arrangement with Departments/Schools	DTCs TT Team
2017 January 16 th	Standard Start Semester 2 Teaching begins		
January 16 th to February 3 rd	Rolling refresh of undergraduate student class choice data for Semester 2	DTCs to allocate students to whole cohort activity where class changes have been made, for Individual Student Timetables.	DTCs TT Team