



## Timetable and Room Allocation Process 2024-25 Roles and Responsibilities Matrix

		School Deans/HoS/SAHoS	Nominated Edit & Prep Representatives (LSTTs/Academics)	CMIS System Leads (STTs)	Space Management & Timetabling Team	IT Services	MSDI	Start Date	Deadline
<b>January-February</b>	1.1 2023-24 Class timetable roll forward				C	R			08-Jan-24
<i>Stage 1</i>	1.2 Dean's & Academic planning meetings (Timetabling & Teaching Planning Group)	R	R		R			11-Jan-24	25-Jul-24
<b>Pre-Planning</b>	1.3 SMTT review data				R	C			16-Feb-24
	1.4 SMTT update weeks in line with introduction of Consolidation Week in Semester 2	I	I	I	R	C	I		16-Feb-24
<b>February - April</b>	2.1 SMTT & Course Requirements Leads Meeting		R		R			19-Feb-24	
<i>Stage 2</i>	2.2 Weekly College meetings for timetabling updates	A	R	I	R			19-Feb-24	
<b>Timetable Editing &amp; Preparation</b>	2.3 Consult teaching staff to review and revise class timetable requirements	A	R	I				19-Feb-24	
	2.4 Review cross-course impact, competing demands and class sizes estimates	A	R	I				19-Feb-24	
	2.5 SMTT support for CMIS System Leads		R		R			19-Feb-24	26-Apr-24
	2.6 Edit data on timetabling systems	I	A	R	C			19-Feb-24	26-Apr-24
	2.7 Update and complete Course Requirements in Timetables and Room Bookings	I	A	R	C				26-Apr-24
	2.8 Review & Update Data Quality, Inactive Course & Changed Ownership in Timetables and Room Bookings	I	A	R	C				26-Apr-24
	2.9 Local space allocations - (recommend complete if demand for central space)	I	A	R					26-Apr-24
<b>May-June</b>	3.1 School editing suspended, School staff available to answer questions		C		R	I			26-Apr-24
<i>Stage 3</i>	3.2 Central space allocations made and events confirmed				R	R			12-Jun-24
<b>Central rooming</b>	3.3 Advised timetable ready online and including schedule of un-roomed events	I	I	I	R	C	I		14-Jun-24
	3.4 Online booking for non-teaching local spaces opens for local space managers only to create session ahead timetables			R	C	R		14-Jun-24	05-Jul-24
<b>June-July</b>	4.1 Un-roomed resolution period begins	C	A	R	R			14-Jun-24	
<i>Stage 4</i>	4.2 Schools finalise own local space allocations	I	A	R				14-Jun-24	05-Aug-24
<b>Un-roomed Period</b>	4.3 Online booking for non-teaching local spaces opens to all users				C	R		08-Jul-24	
<b>July - September</b>	5.1 2024-25 Automatic Class updates to MyCampus	I	I		I	C	R	03-Jul-24	
<i>Stage 5</i>	5.2 2024-25 Automatic Meetings updates to MyCampus	I	I		I	C	R	03-Jul-24	
<b>Pre-teaching</b>	5.3 Class timetable change request opens	I	A	R	R	R		08-Jul-24	
	5.4 Online booking for non-teaching requests in teaching spaces opens	I	I	C	I	R		05-Aug-24	
	5.5 Uplift of CMIS recording data to Echo360 system				C	R			09-Aug-24
	5.6 Registration and Enrolment opens (Date TBA expected mid-August)	C	I	I	I	I	A	12-Aug-24	
	5.7 Student study spaces booking system opens for 2024-25				I	A		12-Aug-24	
	5.8 Mobile Timetabling 2024-25 available	I	I	I	I	A		14-Aug-24	
<b>September - April</b>	6.1 Class timetable change requests continue - unplanned changes	I	A	R	R			16-Sep-24	
<i>Stage 6</i>	6.2 SMTT check enrolled sizes against room sizes	C	C	C	R	C		16-Sep-24	
<b>Teaching</b>	6.3 Planning for 2025-26 process begins	C	C	I	R	C		04-Oct-24	

To be confirmed by IT

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Full details of roles and responsibilities are detailed in the policy.

A	Accountable - for the correct and throughout completion
R	Responsible - to do the work to achieve the tasks
C	Consulted - opinion sought, two way communication
I	Informed - those who are kept up-to-date

Space Management and Timetabling

Estates Directorate

Status: Version 1 31/01/2024