To-Be Timetabling Process

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**Timetabling Project**

**Class Mgmt Officer (CMO)**

- Handbook does not provide all information required by Timetabling (e.g., delivery methods)

**Faculty Timetable Officer (FTO)**

- Provide information on programs/units for Schedule of Units
- Provide information to pre-populate SyllabusPlus (S+)”

**Department Teaching & Administration**

- Provide information on programs/units for Schedule of Units
- Translate Schedule of Units data into StudentOne (S1)
- Details and logistics of translating data from Schedule of Units to S1 to be confirmed with SBSS

**APS**

- Release Schedule of Units

**SBSS**

- Number of enrolments, previous year size, activity type, duration, clash avoidance

**Timetable Team (TT)**

- Issue spreadsheet templates
- Provide information to pre-populate SyllabusPlus (S+)

**APS**

- Import unit information into S1 via SPDA
- Open the Web Data Collector (WDC) stages 1 & 2 (11 July)
- Close WDC stage 1 & 2 (18 July)
- Review information and convert into S+

**Faculty Timetable Officer (FTO)**

- Review and validate data entered into WDC
- Enter data into WDC

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**Pause for Exams**

**JUNE**

- Issue spreadsheet templates

**JULY**

- Import unit information into S1 via SPDA
- Open the Web Data Collector (WDC) stages 1 & 2 (11 July)
- Close WDC stage 1 & 2 (18 July)
- Review information and convert into S+
- Provide reporting to faculties

**AUGUST**

- Review and validate data entered into WDC
- Enter data into WDC
- Review and validate data entered into WDC

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**To-Be Timetabling Process**
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**Timetabling Project**

### Students
- **Additional activity and staffing information**

### Timetable Team (TT)
1. **Open WDC stage 3** (22 August)
   - Allocate staff to classes (where known)
   - Enter staff availability restrictions

2. **Close WDC Stage 3** (29 August)
   - Complete data collection

3. **Review information and convert into SI**
   - Review test timetable and identify errors/ issues

4. **Analyse SBSS report on student enrolment patterns**
   - Coordinate faculty review of test timetable
   - Review test timetable and identify errors/ issues
   - Coordinate faculty feedback on test timetable and send to TT

5. **Produce test schedule and publish online**
   - Collate faculty feedback on test timetable and send to TT
   - Revise constraints and rules based on feedback
   - Revise constraints and rules based on feedback

6. **All reasonable rules/constraints identified?**
   - Yes
     - Release draft timetable for final feedback
   - No
     - Revise constraints and rules based on feedback

### Faculty, Timetable Officer (FTO)
- **Enter staff availability restrictions**
- **Complete data collection**

### Department, Teaching & Administration
- **Allocate staff to classes (where known)**
- **Coordinate faculty review of test timetable**
- **Review test timetable and provide feedback**

### SBSS
- **Coordinate faculty review of draft timetable**
- **Review draft timetable and provide feedback**

### APS

### Class Mant Officer (CMO)

**SEPTEMBER**

**OCTOBER**
To-Be Timetabling Process

NOVEMBER

1. Send data to S1
2. Match timetable data against SBSS data (tuition patterns)
3. Publish timetable

DECEMBER

1. Monitor CMO changes in S1 daily
2. Follow up with TLOs and CMOs regarding class changes
3. Review timetable information in S1 in preparation for class registration

JANUARY

1. Collaborate last minute change requests where possible
2. Accommodate last minute change requests
3. Produce daily reports to monitor class sizes and update S+
Enrol in units via S1

Register in classes via S1

Able to register in classes?

yes

Escalate to Department / Faculty

no

Late enrolments can cause significant timetabling issues due to changing class requirements and sizes, which flows on to students' capacity to register in classes.

Identify and record missing staff allocations to classes in the system

Negotiate and resolve timetabling issues to enable class registration

Release unneeded classes

Finalise student enrolment in classes (Approx LW 2)

Become aware of class registration issues

FEBRUARY

MARCH

Identify and record missing staff allocations to classes in the system