

## 2021/22 Timetable Production Timeline

ID	Activity	Start	Deadline	Action on
1	ISD creates the dataset for new academic timetabling year	02/11/20	02/11/20	ISD
2	Timetabling Team prepares new dataset	02/11/20	29/01/21	Timetabling Team
3	Curriculum Data Maintenance: Departments update module details in Portico	14/01/21	26/03/21	SRS/Departments
4	Initial communication to Deans and DoO's outlining proposed timetabling timeline	18/01/21	18/01/21	Timetabling Team/Deans/DoO's
5	Engagement through governance channels on process and alignment with 21/22 operating model	18/01/21	15/2/21	Timetabling Team/Deans/DoO's/Departments
6	New dataset training delivered by Timetabling Team for Departmental Timetablers	22/03/21	16/04/21	Timetabling Team
7a	Departments create all teaching events required to be roomed by the Timetabling Team in CMIS for 21/22	22/03/21	<b>25/06/21</b>	Departments
7b	Departments create and room all teaching events required to be delivered in specialist space for 21/22	22/03/21	<b>25/06/21</b>	Departments
7c	Departments create all teaching events to be delivered online in CMIS for 21/22	22/03/21	<b>25/06/21</b>	Departments
8	Timetabling Team produces and circulates data validation reports for departments to review	17/05/21	<b>25/06/21</b>	Timetabling Team
9	Access to CMIS removed	<b>28/06/21 (9:00)</b>	<b>28/06/21 (10:00)</b>	Timetabling Team
10	Auto-rooming process	<b>28/06/21 (9:00)</b>	<b>19/07/21 (9:00)</b>	Timetabling Team
11	Access to CMIS re-instated	<b>19/07/21 (9:00)</b>	<b>19/07/21 (12:00)</b>	Timetabling Team
12a	Timetabling Team outline alternatives for unroomable events to departments and Faculties	<b>19/07/21</b>	<b>02/08/21</b>	Timetabling Team

12b	Timetabling Team shares initial timetabling allocations with Deans and DoO's	19/07/21	02/08/21	Timetabling Team/Deans/DoO's
12c	Deans and DoO's discuss options within their Faculties to room outstanding events	19/07/21	02/08/21	Deans/DoO's/Departments
12d	Departments provide feedback on initial room allocations and amend days/times for unroomable events	19/07/21	09/08/21	Departments
13	Returning student access to the next year starts	19/07/21	19/07/21	ISD
14	Faculties allocate students to their module subgroups	02/08/21	ongoing	Departments/Timetabling Team
15	ISD enable students to view personalised timetables	09/08/21	09/08/21	ISD
16	A level results are released	10/08/21	10/08/21	External
17	Departments notify the Timetabling Team of any events which may need room allocation reviewing due to a size change	10/08/21	20/08/21	Departments
18	Final adjustments to room allocations following A level results release.	10/08/21	27/08/21	Timetabling Team
19a	Timetabling Team shares final timetabling allocations with Deans and DoO's	23/08/21	23/08/21	Timetabling Team/Deans/DoO's
19b	Deans and DoO's discuss options within their Faculties to room any outstanding events	23/08/21	27/08/21	Deans/DoO's/Departments
20	Deans and DoO's review and sign-off finalised timetables	27/08/21	27/08/21	Deans/DoO's/Departments

### Possible Future Changes

The above timeline has been designed based on the potential for circumstances to change due to the ongoing disruption related to COVID-19 as of **16<sup>th</sup> June 2021**. It's possible that further changes may need to be made to some deadlines/actions, where this may be the case we will communicate these to you as soon as possible.