**Revised Timetable Production Timeline 2020/21**

**Notable Changes to Original Timeline**

* The module maintenance exercise in Portico has now re-opened and runs until 30th June 2020;
* Timetabling re-opened CMIS for departments to input their revised teaching requests from the 3rd June 2020;
* The final deadline for departments to input their teaching requests for the 20-21 academic year has been moved to 21st August 2020;
* The Term 1 apportionment has been released, the process for Terms 2 & 3 is to be finalised

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| **ID** | **Activity** | **Start** | **Deadline** | **Action on** |
| 1 | Initial communication email outlining approach | 20/5/20 | 20/5/20 | Timetabling |
| 3 | Academic Review Process: Faculties confirm programmes / diets / modules, sizes, re-validated /discontinued programmes | 7/5/20 | 30/6/20 | SRS/Faculties / Departments |
| 2 | ISD upgrades CMIS to 19.2 | 1/6/20 | 2/6/20 | ISD |
| 4 | Re-open CMIS | 3/6/20 (9:00) | 3/6/20 | Timetabling |
| 5 | Online resources made available to departments for data entry support | 3/6/20 | 3/6/20 | Timetabling |
| 6 | Updates/support sessions on changes to CMIS due to upgrade | 3/6/20 | 12/6/20 | Timetabling/Departments |
| 7 | Departments work with HoDs on teaching events for 2020/21. Departments create/revise all necessary teaching requests in the new dataset for the entire academic year | 30/6/20 | 21/8/20 | Faculties/Departments |
| 8 | A level results are released | 13/8/20 | 13/8/20 | External |
| 9 | Data validation | 17/8/20 | ongoing | Timetabling/Departments |
| 10 | Any PC1 requests to be entered into CMIS | 30/7/20 | 21/8/20 | Departments/Timetabling |
| 11 | PC1 requests allocated to Virtual Teaching Clusters | 21/8/20 | Ongoing | Timetabling |
| 12 | Student access to the next year starts | 03/9/20 | ongoing | Departments |
| 13 | SRS enable students to view personalised timetables | 03/9/20 | 03/9/20 | Student Lifecycle Team/ISD |
| 14 | Departments allocate students to their module subgroups with training commencing in mid/late August | 03/9/20 | ongoing | Departments |
| 15 | Final adjustments to room allocations following A level results release. | 13/8/20 | 18/9/20 | Departments |
| 16 | Deans sign off the **term 1** timetable | 4/9/20 | 4/9/20 | Deans |
| 17 | Deans sign off the **term 2/3** timetable | 13/11/20 | 13/11/20 | Deans |

**Possible Future Changes**

The above timeline has been redesigned based on the changing circumstances, and on the situation as of 30th July 2020. 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.