

RACI Matrix

Data Collection and reviewing the draft timetable activities

The following slides contain the roles and responsibilities for **timetabling data collection** and the **review of the draft timetable**.

The roles and responsibilities are presented as a RACI matrix:



- **Actions** the task or deliverable.



- Provides input on the deliverable and is often a subject matter expert.



- Ensures **completion** of the task or deliverable and overseeing that the task is done. This is normally one person.



- Is kept informed on the task or deliverable

Roles and responsibilities (1)

Review topic availabilities (June- July)

Provide non-semester topic dates (July-Sep)

Inform Colleges* of commencement of the process

Extract and adjust the list of topic availability information (post roll of topic availabilities) and **send** to Colleges**

Review the list and decide which topics should remain as is or be amended (*changes to topics to follow Education Quality processes*)**

Extract and adjust list of Non-Semester topics and **request** information to Colleges**

Supply teaching and assessment dates for Non-Semester topics



- Director, Student Administration Services

- Education Resources Coordinator

- CBGL, CSE, CHASS & CNHS - Teaching Program Directors
- CMPH & CEPSW - Teaching Program Directors & Course Coordinators

- Education Resources Coordinator

- CBGL, CSE & CHASS - Teaching Program Directors
- CMPH, CNHS & CEPSW - Teaching Program Directors & Course Coordinators



- Director, Student Administration Services

- Manager, Resources Scheduling Services

- Dean (Education)

- Manager, Resources Scheduling Services

- Dean (Education)



- Manager, Resources Scheduling Services

- Education Resource Officers

- Dean (People and Resources)
- Topic Coordinators
- Discipline Leads
- Course Coordinators
- Enrolment and Course Advisors

- Education Resources Officer

- Dean (People and Resources)
- Topic Coordinators
- Discipline Leads
- Education Resource Officers



- Education Resources Coordinator
- Education Resource Officers
- College Managers, Student Administration Services

- Dean (Education)
- Dean (People and Resources)
- College Managers, Student Administration Services

- Education Resources Coordinator
- College Managers, Student Administration Services

- Dean (Education)
- Dean (People and Resources)
- College Managers, Student Administration Services

- Education Resources Coordinator
- College Managers, Student Administration Services

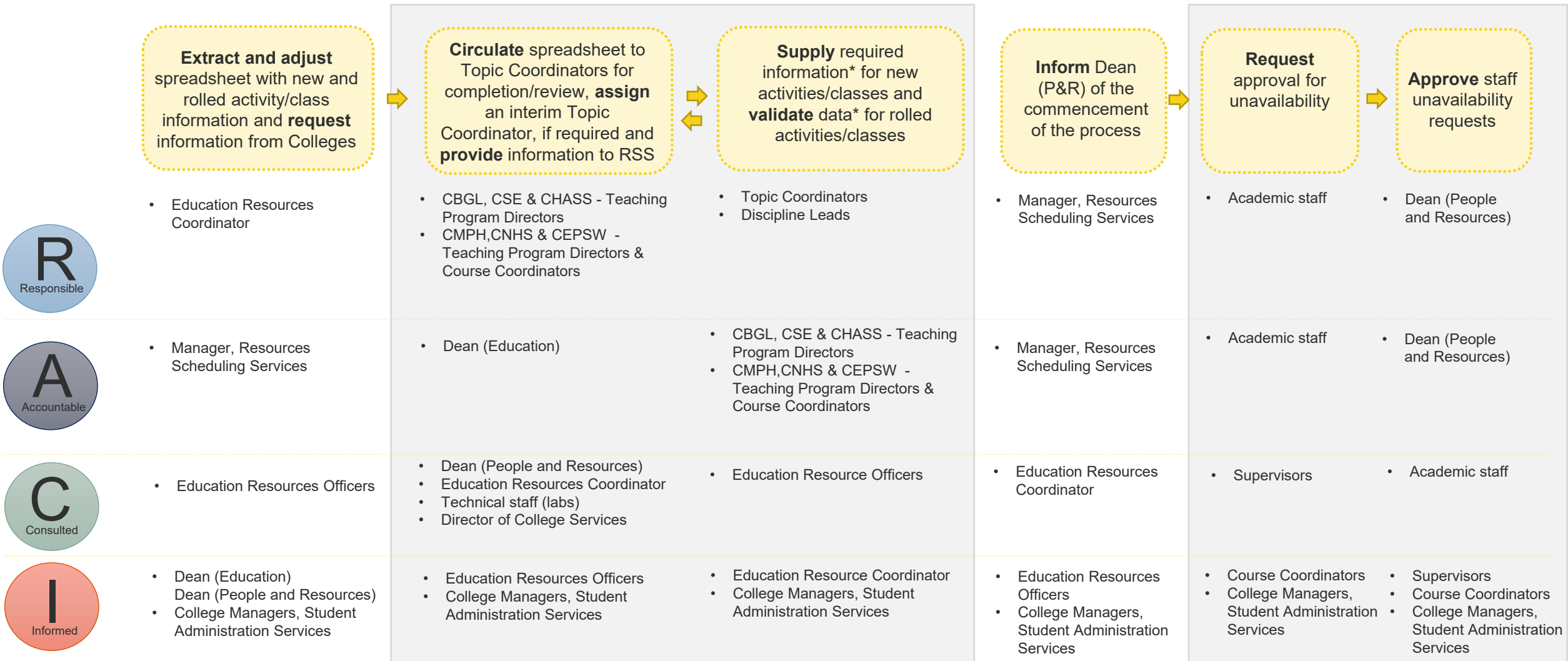
* Deans (Education), Deans (People and Resources) and Directors of College Services

**For CHASS, review of topic availabilities and communication to Resource Scheduling Services occurs earlier than May, and hence steps marked ** may not be required

Roles and responsibilities (2)

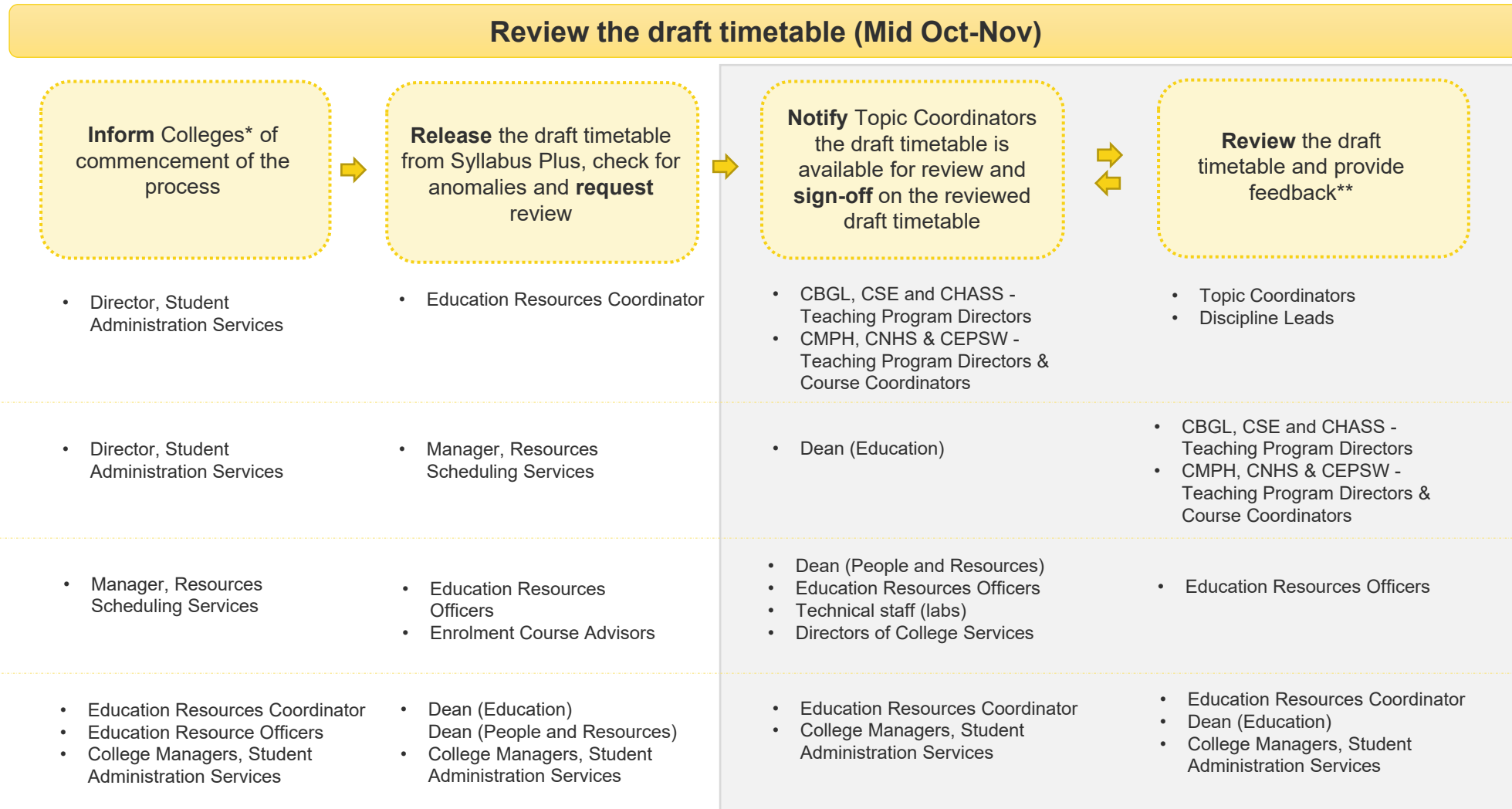
Provide new and rolled activity/class data (mid July – Aug)

Provide staff unavailability data (Aug)



*Information required includes: activity and class location suitabilities, duration, Syllabus Plus teaching weeks, class comments, teaching staff, jointly taught activities, special requirements, planned enrolment numbers

Roles and responsibilities (3)



* Deans (Education), Deans (People and Resources) and Directors of College Services

** CBGL, CSE and CHASS - Teaching Program Directors, CMPH, CNHS, CEPSW - Teaching Program Directors & Course Coordinators

Information reviewed includes Syllabus Plus weeks, teaching allocation, allocated room meets teaching requirements, class size, sequencing of activities, number of reserved places, class comments, identifying missing topics /activities/classes/streams, and staff clashes, if any