Professional Services Tasks

*Helping service areas migrate to the new academic year*

Ron Riley
Enterprise Technologies Manager
Information Management and Technology
The LSE’s Academic Year is Changing

2014/15:
3 x 10 week terms

2015/16:
2 x 11 wks., 1 x 7 wks.

its a big change!

new structure starts in August!!
Some Changes

A new examination period in Lent

Reading weeks (or not)

MT: Thursday 2 October – Friday 12 December

-> Thursday 24 September
What could possibly go wrong?

First time the academic year has changed in living memory

We roll the academic year forward in LFY in mid August

Admissions send out invites to new intake in late August
We need to gather some information

Know **what** we do for our customers

Know **why** we do it

Know **when** we do it
We need to gather some information

Know what we do for our customers
- increment academic year in admissions system

Know why we do it
- admissions are going to contact applicants for next session

Know when we do it
- Monday of week 16
Planning for the new year structure

Know **what** we do for our customers

Know what is going to **change**

Know **why** we do it

Know **why** it is changing

Know **when** we do it

Know that we can meet **the new schedule**
Where is the ‘as is’ information?

Nowhere
People’s heads
Spreadsheets
Calendars
Useful features…

Have ‘as is’ and ‘to be’ schedule of tasks to be able to compare

Map current tasks into the Reformed Academic Year
  - automatically

Make your tasks viewable by others
  - alert third parties when you re-schedule a task
# Spreadsheets and Calendars

## School-Wide Current Academic Year

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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**New Academic Year Project**

- **12/23/2014**: PT - Work 10
- **12/23/2014**: PT - Work 9
- **12/28/2014**: PT - Work 10
- **12/28/2014**: PT - Work 9
- **12/29/2014**: Christmas Closure
- **12/30/2014**: Christmas Closure
- **12/31/2014**: Christmas Closure
- **01/01/2015**: Christmas Closure

**Calendars in View**

- School-Wide Current Academic Year
- School-Wide New Academic Year
- School-Wide Academic Year Comparison

**Office 365 SharePoint**

Tasks
View your tasks and your customer’s tasks
Compare current and new calendars years alongside each other.
What to do now

Start thinking in terms of annual tasks
  - What you do, when, why

Meet with your customers, talk about the new academic year
  - Ask them what they expect to change

Think about your systems:
Do you have any that map the academic year?
  - course choice
  - office hours

Start securing resources
Schedule - proposed by the AYR committee:

Jan:   - identify your annual tasks

Feb 2:  - enter your tasks in your team calendar
         - ask your customers to enter tasks in their calendar

Feb 16: - ensure that your calendar and your customers calendars are complete
         - subscribe to any tasks you want to be notified about should they be re-scheduled

Mar:   - allow tasks to be re-scheduled and/or added to the new academic year

Mar 31: - target date for completion
Annual tasks

Set up new network accounts

Switch on Undergraduate Course Choice

Print ID cards

Publish course guides

team meeting

*things that you do for other people, that are scheduled to fit with the academic year*
Looking ahead

An institutional calendar

Copy the current calendar into next year

SharePoint Calendar Site

lfy@lse.ac.uk