Task

FTS
Timing
Departmental Assessment
Action
Lent
23
Organise Departments
2015/16
Produce School Production
2002
TLC Production

Second Timetables
Department Degree Student Implementation
23
Circulate
06

Timing

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M
Timing

Impact
ID

Jan '15
Feb '15
Mar '15
Apr '15
May '15
June '15
July '15
August '15
September '15
October '15
November '15
December '15
January '16
February '16
March '16
April '16

planning
project board
list
project board meeting
of action
plan
condonement
exam‐setting/scrutiny
draft exam schedule, sub boards, Theatre
graduation ceremonies
Student Recruitment events
list' of departmental week learning activities
exam capacity
term time
co‐ordination with re:
scope possibilities learning activities Week 6
reading on how to make 'non
Week 6
submitting to Timetables their 2015/16 requirements,
confirmation about whether their rooms learning activities Week 6
extra‐‐week plans
‐‐info level (websites,
Term 'Week 0'
early declare early interest 2015 half unit exams LT 2016 'Week 0'
exam modelling exercise; capacity/logistical requirements, outcomes conveyed to confirm half exams LT 2016 'Week 0' exam period; required degree amendments to LT 2016 'Week 0' exam timetable Term 'Week 0'
logistical ‐ down info
‐‐regs, 15/16 Calendar
on/changes to regs
‐‐cycle proposals committee
on Honorary Fellows procedure
FSO operations services
services

Task

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Timing
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2015/16
Produce School Production
2002
TLC Production
<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
<th>Timeframe</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>15</td>
<td>🏭</td>
<td>2015/16</td>
<td>Produce a draft exam timetable.</td>
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<tr>
<td>16</td>
<td>🏭</td>
<td>2015/16</td>
<td>Review draft exam timetable.</td>
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<td>17</td>
<td>🏭</td>
<td>2015/16</td>
<td>Finalise exam arrangements.</td>
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<tr>
<td>18</td>
<td>🏭</td>
<td>2016/17</td>
<td>Confirm exam timetable with departments.</td>
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<td>Review final exam timetable.</td>
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<tr>
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<td>🏭</td>
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<td>Amend exam timetable where necessary.</td>
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<td>Confirm final exam timetable with departments.</td>
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<td>Amend exam timetable where necessary.</td>
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<td>🏭</td>
<td>2016/17</td>
<td>Confirm final exam timetable with departments.</td>
</tr>
<tr>
<td>40</td>
<td>🏭</td>
<td>2016/17</td>
<td>Review final exam timetable.</td>
</tr>
</tbody>
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**NOTES:**
- Inactive tasks are marked with an "Inactive" label.
- Milestone dates are marked with a "Date:" label.