**Room Booking and Timetabling Systems (RATS) Project**

Message to LSE Staff

Dear Colleagues,

I am writing to let you know project progress on the replacement of the IT system which manages teaching timetables and room bookings. The project commenced in September 2014 and is progressing well. We are on track to migrate to the new system at the start of the new academic year 2015/16.

**Timetabling System**

The implementation of the “core” timetabling system was completed in January 2015. This is the system used by Timetables behind the scenes, and this year the team collected information about next year’s courses via an online form instead of paper forms. This information has now been transferred into the core system and the Timetables Team are in the process of building the timetables for academic year 2015/16. Timetables are also getting in touch with the Departments to start gathering information on 2015/16 classes.

The next stage of the project is the implementation of the calendaring tool which will enable the timetables to be “pushed out” to people’s own online calendars such as Outlook or on their smart phones meaning that they will have easy access to and up to date information about their timetables.

The Project team have been collating timetable reporting and notification requirements for various users across the School to make them available in the new system. Reports include things like viewing the timetable for a certain course, and notifications include things like emails to students alerting them to a room change.

Work on the implementation of the new timetable system will continue, with the final system being ready for testing in July/ August of this year.

**Room Booking System**

The implementation of the “core” room booking system was completed in January 2015. This is the system used by Conferences and Events behind the scenes, and they are inputting all room bookings for 2015/16 onto the new system.

Staff and members of the Student Union are working with the project team to help design and test the system to make sure that it meets our your needs. We are also discussing potential future uses for the system such as being able to record office hours for teachers, entering detailed information about a meeting, etc.

The Project team have been collating the room booking reporting and notification requirements for various users across the School. Reports include things like viewing all the bookings made to a room in one week, and notifications include things like emails to staff reminding them of their forthcoming bookings.

The new room booking system goes live in September 2015, enabling staff to make room bookings across the school, and replaces the current booking system on LfY.

Further information on the project, including information on system support, can be found at: <http://www.lse.ac.uk/intranet/LSEServices/IMT/ITProjects/roomBookingProject/home.aspx>

Alternatively, you can contact the project manager Zoë Saunders-White on [Z.Saunders-White@lse.ac.uk](mailto:Z.Saunders-White@lse.ac.uk) if you would like to speak to her about the project in more detail or if you have any queries.