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:

- **R** (Responsible)
  - **Actions** the task or deliverable.
  - Ensures **completion** of the task or deliverable and overseeing that the task is done. This is normally one person.

- **A** (Accountable)
  - Provides input on the deliverable and is often a subject matter expert.

- **C** (Consulted)
  - Is kept informed on the task or deliverable
Roles and responsibilities (1)

**Review topic availabilities (June-July)**
- Inform Colleges* of commencement of the process
  - Responsible: Director, Student Administration Services
  - Accountable: Education Resources Coordinator
- Extract and adjust the list of topic availability information (post roll of topic availabilities) and send to Colleges**
  - Responsible: Manager, Resources Scheduling Services
  - Accountable: Education Resource Officers
- Review the list and decide which topics should remain as is or be amended (changes to topics to follow Education Quality processes)**
  - Responsible: Dean (Education)
  - Accountable: Dean (People and Resources)
- Extract and adjust list of Non-Semester topics and request information to Colleges**
  - Responsible: Education Resources Coordinator
  - Accountable: Dean (People and Resources)
- Supply teaching and assessment dates for Non-Semester topics
  - Responsible: Education Resources Coordinator
  - Accountable: Education Resources Officer

**Provide non-semester topic dates (July–Sep)**
- CBGL, CSE, CHASS & CNHS - Teaching Program Directors
- CMPH & CEPSW - Teaching Program Directors & Course Coordinators
- Dean (Education)
- Dean (People and Resources)
- Discipline Leads
- Course Coordinators
- Enrolment and Course Advisors
- CBGL, CSE & CHASS - Teaching Program Directors
- CMPH, CNHS & CEPSW - Teaching Program Directors & Course Coordinators
- Dean (Education)
- Dean (People and Resources)
- Discipline Leads
- Education Resource Officers
- CBGL, CSE, CHASS & CNHS - Teaching Program Directors
- CMPH, CNHS & CEPSW - Teaching Program Directors & Course Coordinators
- Dean (Education)
- Dean (People and Resources)
- College Managers, Student Administration Services
- Education Resources Coordinator
- College Managers, Student Administration Services
- Dean (People and Resources)
- College Managers, Student Administration Services
- Dean (Education)
- College Managers, Student Administration Services
- Education Resources Coordinator
- College Managers, Student Administration Services
- Director, Student Administration Services
- Manager, Resources Scheduling Services
- Dean (Education)
- Dean (People and Resources)
- College Managers, Student Administration Services
- Education Resources Coordinator
- College Managers, Student Administration Services
- Director, Student Administration Services
- Manager, Resources Scheduling 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)

<table>
<thead>
<tr>
<th>Extract and adjust spreadsheet with new and rolled activity/class information and request information from Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Education Resources Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circulate spreadsheet to Topic Coordinators for completion/review, assign an interim Topic Coordinator, if required and provide information to RSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- CBGL, CSE &amp; CHASS - Teaching Program Directors</td>
</tr>
<tr>
<td>- CMPH,CNHS &amp; CEPSW - Teaching Program Directors &amp; Course Coordinators</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supply required information* for new activities/classes and validate data* for rolled activities/classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Topic Coordinators</td>
</tr>
<tr>
<td>- Discipline Leads</td>
</tr>
</tbody>
</table>

Provide staff unavailability data (Aug)

<table>
<thead>
<tr>
<th>Inform Dean (P&amp;R) of the commencement of the process</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Manager, Resources Scheduling Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request approval for unavailability</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Academic staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approve staff unavailability requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Dean (People and Resources)</td>
</tr>
</tbody>
</table>

**Responsible (R)**

- Manager, Resources Scheduling Services
- Education Resources Officers
- Dean (Education)
- CBGL, CSE & CHASS - Teaching Program Directors
- CMPH,CNHS & CEPSW - Teaching Program Directors & Course Coordinators

**Accountable (A)**

- Dean (Education)
- CBGL, CSE & CHASS - Teaching Program Directors
- CMPH,CNHS & CEPSW - Teaching Program Directors & Course Coordinators
- Manager, Resources Scheduling Services
- Academic staff
- Dean (People and Resources)

**Consulted (C)**

- Dean (People and Resources)
- Education Resources Officers
- Technical staff (labs)
- Director of College Services
- Education Resources Coordinator
- Supervisors
- Academic staff

**Informed (I)**

- Dean (Education)
- CCNHS
- College Managers, Student Administration Services
- CBGL, CSE & CHASS - Teaching Program Directors
- CMPH,CNHS & CEPSW - Teaching Program Directors & Course Coordinators
- Education Resources Officers
- College Managers, Student Administration Services
- Education Resources Officers
- College Managers, Student Administration Services
- Course Coordinators
- Supervisors
- Academic staff

*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)

### Review the draft timetable (Mid Oct-Nov)

<table>
<thead>
<tr>
<th>Informed</th>
<th>Responsible</th>
<th>Accountable</th>
<th>Consulted</th>
<th><strong>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/classesstreams, and staff clashes, if any</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Inform</strong> Colleges* of commencement of the process</th>
<th><strong>Release</strong> the draft timetable from Syllabus Plus, check for anomalies and request review</th>
<th><strong>Notify</strong> Topic Coordinators the draft timetable is available for review and sign-off on the reviewed draft timetable</th>
<th><strong>Review</strong> the draft timetable and provide feedback**</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Director, Student Administration Services</td>
<td>• Education Resources Coordinator</td>
<td>• CBGL, CSE and CHASS - Teaching Program Directors</td>
<td>• Topic Coordinators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CMPH, CNHS &amp; CEPSW - Teaching Program Directors &amp; Course Coordinators</td>
<td>• Discipline Leads</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CBGL, CSE and CHASS - Teaching Program Directors</strong></td>
<td><strong>CBGL, CSE and CHASS - Teaching Program Directors</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CMPH, CNHS &amp; CEPSW - Teaching Program Directors &amp; Course Coordinators</strong></td>
<td><strong>CMPH, CNHS &amp; CEPSW - Teaching Program Directors &amp; Course Coordinators</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>• CBGL, CSE and CHASS - Teaching Program Directors</strong></td>
<td><strong>• Dean (Education)</strong></td>
<td><strong>• Dean (People and Resources)</strong></td>
<td><strong>• Education Resources Officers</strong></td>
</tr>
<tr>
<td><strong>• CMPH, CNHS &amp; CEPSW - Teaching Program Directors</strong></td>
<td><strong>• Manager, Resources Scheduling Services</strong></td>
<td><strong>• Education Resources Officers</strong></td>
<td><strong>• College Managers, Student Administration Services</strong></td>
</tr>
<tr>
<td><strong>• Education Resources Officers</strong></td>
<td><strong>• Director, Student Administration Services</strong></td>
<td><strong>• Technical staff (labs)</strong></td>
<td><strong>• Dean (Education)</strong></td>
</tr>
<tr>
<td><strong>• Enrolment Course Advisors</strong></td>
<td></td>
<td><strong>• Directors of College Services</strong></td>
<td><strong>• College Managers, Student Administration Services</strong></td>
</tr>
<tr>
<td><strong>• Education Resources Coordinator</strong></td>
<td></td>
<td></td>
<td><strong>• Education Resources Coordinator</strong></td>
</tr>
<tr>
<td><strong>• Education Resource Officers</strong></td>
<td></td>
<td></td>
<td><strong>• Dean (Education)</strong></td>
</tr>
<tr>
<td><strong>• College Managers, Student Administration Services</strong></td>
<td></td>
<td></td>
<td><strong>• College Managers, Student Administration Services</strong></td>
</tr>
<tr>
<td><strong>• Topic Coordinators</strong></td>
<td></td>
<td></td>
<td><strong>• Education Resources Coordinator</strong></td>
</tr>
<tr>
<td><strong>• Discipline Leads</strong></td>
<td></td>
<td></td>
<td><strong>• Dean (Education)</strong></td>
</tr>
</tbody>
</table>

---

* 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/streets, and staff clashes, if any