Timetable and Room Allocation Process 2025-26
Roles and Responsibilities Matrix

Stage	Task	Description	School Deans/HoSA/HoS	Nominated Edit & Prep Representatives (LSTTs/Academics)	CMIS Users (STTs)	Space Management & Timetabling Team	IT Services	MSDI	PIA	Start Date	Deadline
January-March *Stage 1* **Pre-Planning**	1.1	Dean's & Academic planning meetings (Timetabling & Teaching Planning Group)	R	R		R				09-Jan-25	31-Jul-25
	1.2	Produce course and subgroup size estimates (UG courses only)				I	I		R		11-Feb-25
	1.3	2024-25 Class timetable roll forward				C	R				11-Feb-25
	1.4	SMTT review data				R	C				07-Mar-25
March - April *Stage 2* **Timetable Editing & Preparation**	2.1	Consult teaching staff to review and revise class timetable requirements	A	R	I					10-Mar-25	
	2.2	Review cross-course impact, competing demands and class sizes estimates	A	R	I					10-Mar-25	
	2.3	SMTT training for CMIS users		R		R				10-Mar-25	25-Apr-25
	2.4	Edit data on timetabling systems	I	A	R	C				10-Mar-25	25-Apr-25
	2.5	Update and complete Course Requirements in Timetables and Room Bookings	I	A	R	C					25-Apr-25
	2.6	Review & Update Data Quality, Inactive Course & Changed Ownership in Timetables and Room Bookings	I	A	R	C					25-Apr-25
	2.7	Local space allocations - (recommend complete if demand for central space)	I	A	R						25-Apr-25
	2.8	Online booking for non-teaching local spaces opens for local space managers only to create session ahead timetables			R	C	R			10-Mar-25	16-Jun-25
May-June *Stage 3* **Central rooming**	3.1	School editing suspended, School staff available to answer questions		C		R	I				25-Apr-25
	3.2	Central space allocations made and events confirmed				R	R				16-Jun-25
	3.3	Advised timetable ready online and including schedule of un-roomed events	I	I	I	R	C	I			17-Jun-25
June-July *Stage 4* **Un-roomed Period**	4.1	Un-roomed resolution period begins	C	A	R	R				17-Jun-25	
	4.2	Schools finalise own local space allocations	I	A	R					17-Jun-25	05-Aug-25
	4.3	Online booking for non-teaching local spaces opens for all users		I	I	I	R			17-Jun-25	
July - September *Stage 5* **Pre-teaching**	5.1	2025-26 Automatic Class updates to MyCampus	I	I		I	C	R		16-Jul-25	*To be confirmed by IT*
	5.2	2025-26 Automatic Meetings updates to MyCampus	I	I		I	C	R		16-Jul-25	*To be confirmed by IT*
	5.3	Class timetable change request opens	I	A	R	R	R			16-Jul-25	
	5.4	Online booking for non-teaching requests in teaching spaces opens to all users	I	I	C	I	R			05-Aug-25	
	5.5	Uplift of CMIS recording data to Echo360 system				C	R				11-Aug-25
	5.6	Registration and Enrolment opens	C	I	I	I	I	A		06-Aug-25	
	5.7	Student study spaces booking system available for 2025-26					I	A		11-Aug-25	
	5.8	Mobile Timetabling 2025-26 available	I	I	I	I		A		13-Aug-25	
September - April *Stage 6* **Teaching**	6.1	Class timetable change requests continue - unplanned changes	I	A	R	R				15-Sep-25	
	6.2	SMTT check enrolled sizes against room sizes	C	C	C	R	C			15-Sep-25	
	6.3	Planning for 2026-27 process begins	C	C	I	R	C			06-Oct-25	

Full details of roles and responsibilities are detailed in the policy.

A Accountable - for the correct and throughout completion
R Responsible - to do the work to achieve the tasks
C Consulted - opinion sought, two way communication
I Informed - those who are kept up-to-date

Space Management and Timetabling

Estates Directorate

Status: Version 1.2 25/06/2025