

Milestone	Action Required	Deadline	Responsible
4	Support initiative 1: Timetabling process briefing sessions to Departments	Mid-January – early Feb 2023	Timetabling Office
5	Support initiative 2: timetabling drop-in sessions (operational matters) for administrators/timetabling	Late January 2023	Timetabling Office
15	Open CMS Courses and Modules – Module Maintenance database (Training only)	Early February 2023	Timetabling Office
16	Close CMS Courses and Modules – Module Maintenance database (Training only)	Feb-23	Timetabling Office
17	Open CMS Courses and Modules – Module Maintenance database (Live)	Mid-February	Timetabling Office
18	Support initiative 3: CMS – Courses and Modules – Module Maintenance formal group training	Mid Feb- early March 2023	Timetabling Office
19	Support initiative 4: CMS – Courses and Modules – Module Maintenance 1-2-1 training	Mid Feb- early March 2023	Timetabling Office
20	Support initiative 5: Senior Timetabling Officer Designated day in Schools or Department	Mid Feb - early April 2023. Recommence in June/July 2023/ after summer vacation – Mid September to late October	Timetabling Office
21	Teaching Methods Data for ALL YEAR 2023/24 to be checked/input (this includes details of activities – i.e., lectures, seminars etc. and their durations)	w/c 6 March 2023	Schools/Departments
21a	Tutor Information to be checked/input for ALL YEAR 2023/24	w/c 6 March 2023	Schools/Departments
22	CMS Teaching Methods Database Closed	Monday 6 th March 2023	Timetabling Office
23	Support initiative 6: Credibility checks on data and formal sign off	w/c 6 March 2023	Timetabling Office
25	Teaching faculty non-availability forms returned to timetabling contacts.	w/c 13 March 2023	Heads of School
28	Timetable build and scheduling commences	w/c 20 March 2023	Timetabling Office
30	ALL YEAR Timetable 2023/24 to be published to Schools:	Monday 10 th July 2023	Timetabling Office Student Systems Lead/Student Data
31	Checking by schools complete by:	Friday 28 th July 2023	Schools/Departments

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	NB: Timetable changes which would impact on the teaching of another school will not be accommodated except in exceptional cases		
32	Formal publication and import of data to central database to create: Teaching Groups and Sessions, add returning students to teaching groups to Create SxD timetables	Friday 4 th August 2023	Timetabling Office
33	Modules and Timetable Visible to Students on Sussex Direct: Years 2+	Monday 7th August 2023 Friday 1 st Sept 2023	Student Systems Lead or Student Data
	Year 1	w/c 4th Sept 2023	
35	Timetabling Review	23 October – 17 November 2023	Timetabling Office/Schools/ Departments