



## Review services:

# Timetabling and resource scheduling

The timetable for teaching and learning at universities and colleges has a major impact on:

- **Efficient utilisation of resources including space and teaching staff time.**
- **The student experience and retention implications.**
- **The staff working environment.**

Oakleigh have developed a review service designed to 'health check' existing practice and provide practical recommendations leading to significant process improvement.

This has been in response to demand from our clients following our recent study for JISC *'Timetabling and resource scheduling – A study of administrative processes'*<sup>1</sup>. The study involved consultation with 59 institutions from across the UK HE and FE sectors, and:

- Considers the priorities, historical circumstances and other drivers resulting in how institutions approach development of the timetable.
- Characterises common approaches and associated processes for timetabling and resource scheduling.
- Considers the relationship between the timetabling process and other significant processes, such as the curriculum management process.
- Identifies the extent to which processes may be supported by technology available through the open-market.
- Presents the most significant shared challenges facing institutions, and considers the required building blocks for a robust process.

<sup>1</sup><http://www.jisc.ac.uk/media/documents/programmes/elearningcapital/timetablingandresourceschedulingreport.pdf>

### Service description

- A 'visioning' workshop to determine the relative priority of various objectives achieved through planning and production of the timetable including, efficient utilisation of resources; positive student experience; environmental footprint.
- Use of a series of structured interviews and workshops to capture current approaches to timetabling and resource scheduling, including policy and processes adopted, use of technology and deployment of staff resource to support these. These events will also be used to consider options for improvement.
- Production of an interim report including documentation of the current approach, associated deficiencies and options for moving forward. Any recommendations will reflect the objectives of the institution, and be proportionate to the issues identified.
- A presentation workshop identifying preferred options for improvement, and subsequent production of a final implementation plan.

### Benefits of the Oakleigh approach

- No need to identify internal resource to run the project, collate responses and report findings, Oakleigh will manage all this as part of the service.
- We have many years experience of working with the education sector, including assisting institutions with process design, and identification of supporting technology (from an independent perspective), policy and organisational structure.
- The whole study is delivered on a fixed price basis, and can be completed in 4-6 weeks depending on the availability of key staff.

### For more information contact:

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***"...conscientious, unobtrusive, polite, knowledgeable and always willing to help.  
We shall be using them again."***

Project Manager, QMUL