

COURSE AND UNIT INFORMATION REVIEW PROJECT FORUM OUTCOMES

The following major issues concerning course and unit development, approval and publication were workshopped at the Stakeholder Forum:

#	Issue	Group Comments	Rank	Req.	Sev.	Eff.	Diff.	Grp.
1	Issues on ownership of data (responsibility for maintenance)	Rules for changes not always followed Must have a data dictionary Ownership and responsibility for maintenance of data distributed down to schools – not working well – should it be maintained? Need clear policy		E	H	L	M	1
10	Inconsistencies between approved course outline and published information	Address ownership of and responsibility for data			H	L	L	1/4
13	Quality of data entered is poor	Address ownership of and responsibility for data			H	M	M	1
18	Duplication of data	Repository should be the authoritative source Lack of central control over who does what		E	M	M	M	1
21	Need a data dictionary of university data				M	M	L	1
24	Some information displayed on the web is not current or not complete	Web data must be drawn from single source database		HD	M	L	M	1/4
2	Several unapproved minor changes result in an unapproved major change				H	M	M	2
8	Communications and follow-up of process steps poor				H	M	L	2
9	Timing of business processes often not co-ordinated	Set realistic deadlines Promote understanding of processes Involvement of stakeholders	8	E	H	M	H	2

#	Issue	Group Comments	Rank	Req.	Sev.	Eff.	Diff.	Grp.
12	Errors introduced into fee approval by process	Single source of accurate fee information with responsible person Timely decisions on fees	10	E	H	L	L	2/4
14	Support for workflow	Document business processes and implement electronic workflow to support them	8	E	M	M	M	2
15	Process of entering Course/Unit Design information is time consuming and results in the same information being entered multiple times and potentially by different people – some avoid doing it				M	H	M	2
16	Requirement to publish information before it has been approved	Have approvals process and status of unit/course visible on the web Ownership of processes Good communication	6	HD	M	L	M	2
20	Knowledge and understanding of processes poor				M	M	L	2
22	Graduate Attribute data not managed well				M	M	L	2
26	Some important systems do not support course / unit versioning and calendarisation				M	H	H	2
28	Must be able to react quickly to change in course / unit design and streamline the change process				M	M	H	2
29	Complexity of the approvals process				M	M	M	2
30	Web search engine and navigation poor				M	M	L	2/4

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3	Fees information inconsistent	Synchronize fee process with approval process Single source of accurate fee information with responsible person Timely decisions on fees	10	E	H	M	L	4
4	Many web pages provide similar information and there appears to be little consistency of data and quality across pages	Web pages must draw data from repository. Many authors but no managing editor / publisher to provide QA Defined policies for updating the repository Web engine for publishing data directly from source – interface layer	10	HD	H	L	L	4
5	Different versions of the same information on the web and in printed material (formal and informal)	Web pages must draw data from repository. Many authors but no managing editor / publisher to provide QA Defined policies for updating the repository Web engine for publishing data directly from source – interface layer	10	HD	H	L	H	4
6	Lack of consistency in textbook lists between web pages and the bookshop	Web pages must draw data from repository. Many authors but no managing editor / publisher to provide QA Defined policies for updating the repository Web engine for publishing data directly from source – interface layer	10	HD	H	L	L	4
7	Some important web pages are not dynamic (displayed information is not drawn from a database when requested – it is static in the page)	Web pages must draw data from repository. Many authors but no managing editor / publisher to provide QA Defined policies for updating the repository Web engine for publishing data directly from source – interface layer	10	HD	H	M	M	4
11	Differences between what is marketed and what is finally offered	“Ready for marketing” sign off to allow release of limited information for unapproved units / courses Dynamic source of data for marketing material	9	HD	H	M	M	4

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17	Lack of consistency of terminology on web pages and printed material				M	L	H	4
19	No consistency of formatting of data presented on the web	Too many people involved No audience-oriented design Use templates Enforce navigation links to data Make pages audience centric	10	E	M	M	L	4
25	No editorial checking of language used in descriptive text for suitability to purpose and intended audience	Single source publishing			M	L	M	4
27	StudyUNE shows information for the year being marketed – should also show for other years				M	M	L	4

Required nominated by Forum Group:
Severity nominated by consultant:

Essential, Highly Desirable or Optional
High, Medium or Low