

Quick Guide to Developing a New Program Concept Proposal (PCP)

Navigation path

1. Log onto the Griffith Portal
2. Navigate to Learning & Teaching > Developing the curriculum > Program Management
3. Click on **Proposal > Add** on the left hand menu path

Steps

1. Select a Proposal Type of **Program Concept Proposal** from the drop down list
2. Select the Year and semester of introduction for the proposed program
3. Click on the **Create** button (this will open the proposal template)
4. Click on the [Program Attributes](#) link to record specific information about the proposed program
5. Click on the [Concept Proposal 1](#) link to respond to questions that explain the proposal.

The [Approval](#) link is used by those staff responsible for recording an approval decision. The page is not available until the proposal has been submitted.

6. Click **Save** to save the proposal and return to complete later. When saving the proposal, the proposal is locked by you, only you have access to edit the proposal. Other staff in your school will still have access to view the proposal in read only mode.
7. To check the document in to allow others to edit the proposal, click **Save and check in** or if the proposal is complete, click on **Submit for Approval** to submit the proposal to the first approval body.

Note: Once a proposal has been submitted for approval it cannot be edited by the school.

Screen shots are provided below

Proposal Template Features



The **Copy** button can be used to copy in information contained in another program concept proposal. Click on the **Copy** button, search for and select the proposal to copy in. This feature is useful if a similar proposal has been developed in the past. The proposer can copy a proposal and make amendments where required. **Note:** The copy feature will overwrite any data entered into the proposal.



The **Help** button will provide information to assist you in completing the proposal template. When the Help button is clicked, the help information is displayed at the top of the page. To remove the Help information, click on the Help button again. The help button will only appear if help information has been configured for that proposal.

The Help information can provide:

- Information on how to use and complete the page

- An explanation of the type of information required to respond to a question
- Links to other useful sites

The following template toolbar features only display once a proposal has been saved.



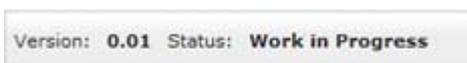
The **Preview in Word** button is used to generate a Word document version of the proposal. This version can be sent to colleagues for review.



The **Add/View Comments** button enables a proposer or colleague to record comments about the proposal. The comments record the date/time the comment was entered and the person that entered the comment.



The **Notify** button provides the ability to send an email to a colleague which contains a link to the proposal. This feature may be used to request a colleague review and comment on the proposal. Only staff with access to the program management system can open the proposal from the link in the email. Only staff within the proposal's host element or partner element can access the proposal.



The **Version** number increases by .01 on every save. It increases to the next whole number when submitted for approval.

The **Status** will display one of the following values:

- Work in Progress** When a proposal has commenced but has not been submitted for approval.
- Submitted** When a proposal has been submitted to an approval level
- Approved** When an approval level has recorded a decision of Approved
- Recycled** When an approval level has recorded a decisions of Recycled
- Not Approved** When an approval level has recorded a decision of Not Approved
- Final Approval** When the last approval level has recorded a decision of Approved.



The **Submit for Approval** button submits the proposal to the next Approval Level for consideration and approval. Once the proposal has been submitted, it cannot be updated by the proposer. The Submit for Approval button only appears after the proposal has been saved.

Adding a new proposal

The screenshot shows the 'Add a proposal' interface. On the left, a navigation menu is highlighted with 'Proposals' selected, labeled as **Step 1**. The main form area is titled 'Add a proposal' and 'Step 2'. It contains a 'Choose a proposal type' section with a dropdown menu set to 'Program Concept Proposal' and a 'Year and semester of introduction' dropdown set to 'Sem 1 2009'. A 'Create' button is at the bottom right, labeled as **Step 3** with the instruction 'Click on Create'. The top right of the page shows 'Logged in: Allison Vial | Logout'.

Do not use the 'back' and 'forward' arrow buttons on your internet browser to move

between pages in the Program Management system as you may experience data corruption and loss of data.

Program Concept Proposal Template

New Program Concept Proposal Logged in: Allison Vial | [Logout](#)

Version: **0.01** Status: **Work in Progress**

 Copy

-  [Program Attributes](#)
-  [Concept proposal 1](#)
-  [Approval](#)

To save your proposal but not submit the proposal for approval, click 'Save'.

Step 4 Click on a Page link to open the page and complete the questions in that page.

Program Concept Proposal – Top section of Program Attributes page

New program concept proposal Logged in: Allison Vial | [Logout](#)

Version: **0.01** Status: **Work in Progress**

 Help  Copy

Program Attributes

Program information

Proposed program title *(required)*

Proposed program level

Home campus

Other campuses

- Gold Coast Campus
- Logan Campus
- Mt Gravatt Campus
- Nathan Campus
- Off Shore
- Other Campus
- South Bank Campus

Academic group

Host element *(required)*

Update an Existing Proposal

(Note: Once a proposal has been submitted for approval it cannot be edited by the school.)

Navigation Path

1. Log onto the Griffith Portal
2. Navigate to Learning & Teaching > Developing the curriculum > Program Management
3. Click on **Proposals > Find** on the left hand menu path

Steps

1. Select or enter search parameters to locate the required proposal. Part words can be entered into the Program title field.
2. Click **Search** (Proposals matching the search parameters are displayed in the lower half of the page.)
3. Click on the proposal number link to open the proposal.
4. Click on **Check out for editing** to access the proposal in edit mode. Other staff cannot edit the proposal once it has been checked out however they can view the proposal in read only mode. Edit as required.

Find Proposal to View/Edit page

The screenshot shows the 'Search for proposals' interface. On the left is a navigation menu with 'Find' selected. The main area contains search parameters: Proposal type (Program Concept Proposal), Proposal number, Program code (All program codes), Program title, Academic group (Griffith Science & Technology), Host element (All host elements), Year and semester of introduction / Last admit term (Any), and Home campus (All campuses). A 'Search' button is at the bottom right. Below the search area is a table of search results.

Step 1 Select or fill out search parameters to locate the proposal

Step 2 Click on Search

Step 3 Click on the Proposal number to open the proposal

Proposal number	Program code	Program title	Host element	Year and semester of introduction / Last admit term	Home campus
2		Bachelor of Physical Sciences		Semester 1 - 2009	Gold Coast Campus

Further Details

If you require further assistance in using the Program Management system please contact your Group Academic Services Officer or click on the Support link on the left hand menu, within the Program Management system's menu path, and send an email detailing your request.

If you do not have access to the **Proposals Add** or **Find** menu paths or you encounter system errors please contact Information Services on 55555 advising a problem with the Program Management system.

