

Program Management System

Overview



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Program Management System

Key Objective

To deliver a web based system that supports the business processes surrounding the initiation, development, approval, publication and quality assurance of program information while promoting effective and efficient communication.

Key Components

- Web based program proposal templates facilitate data entry and consistency in format and information
- Workflow enabled system triggers emails on the submission of a proposal and on recording an approval decision
- View proposals being developed and track the progress of proposals
- Transfers proposal information to other systems such as the Program Catalogue
- Version numbers and a proposal status assist with ensuring staff are working with the latest version of a proposal

Expected Benefits

- Facilitate transparency and quality assurance by providing a central repository for program curriculum and ensures one authoritative source
- Facilitate knowledge management as comments and decisions can be recorded centrally against a proposal
- Reduce timeframes in publishing to the Program Catalogue as stored data can be interfaced between systems.
- Provide a record of the program development phase and approval phase.
- Improve reporting and tracking of proposal progress and approvals

Location & Access

The Program Management system is accessed through logging onto the Griffith Portal and navigating to:

Learning & Teaching > Developing the curriculum > Program management

Access to view and edit proposals will be restricted. Program Convenors and proposers will only be able to access proposal template pages for proposals developed by their own school. Staff with approval authority will have access to proposals developed by all schools under their responsibility.

Program Management System Components

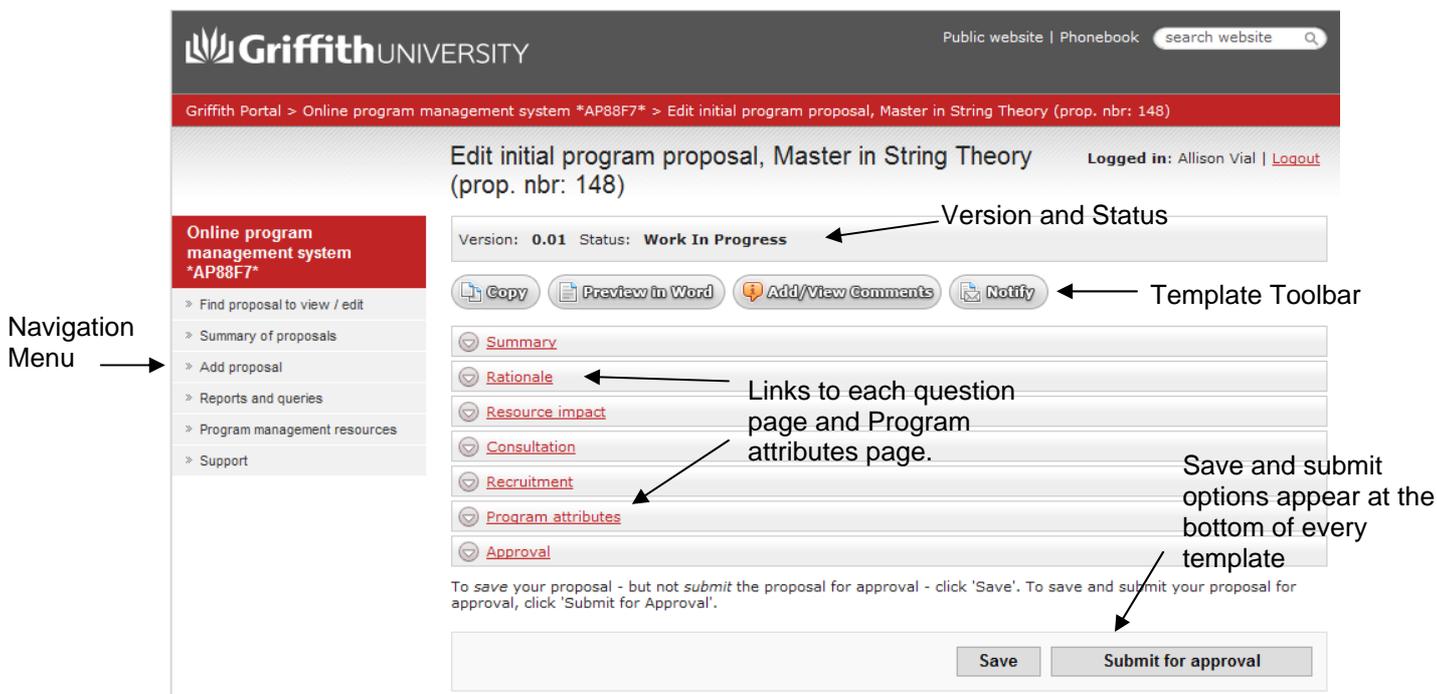
1. Web based proposal templates

Five proposal templates will be available in the Program Management system:

1. Program Concept Proposal
2. Initial Program Proposal
3. Full program Submission
4. Advice of Withdrawal of a program
5. Curriculum Resources Request (previously known as the Request for FLAS Resources to Support Program Development)

Proposal templates will be made up of a number of page links. All templates will consist of the following pages:

- Program Attributes Page: this page requests specific information that identifies the program.
- Question Pages: display the questions required to be completed for that proposal. Edit boxes are provided under each question to contain the response. Each proposal has a different number of question pages.
- Approval Page: All proposals will include the Approval Page as the last page in the Component. The Approval Page can be reviewed by staff but only certain staff will have access to update the Approval Page to record a decision.

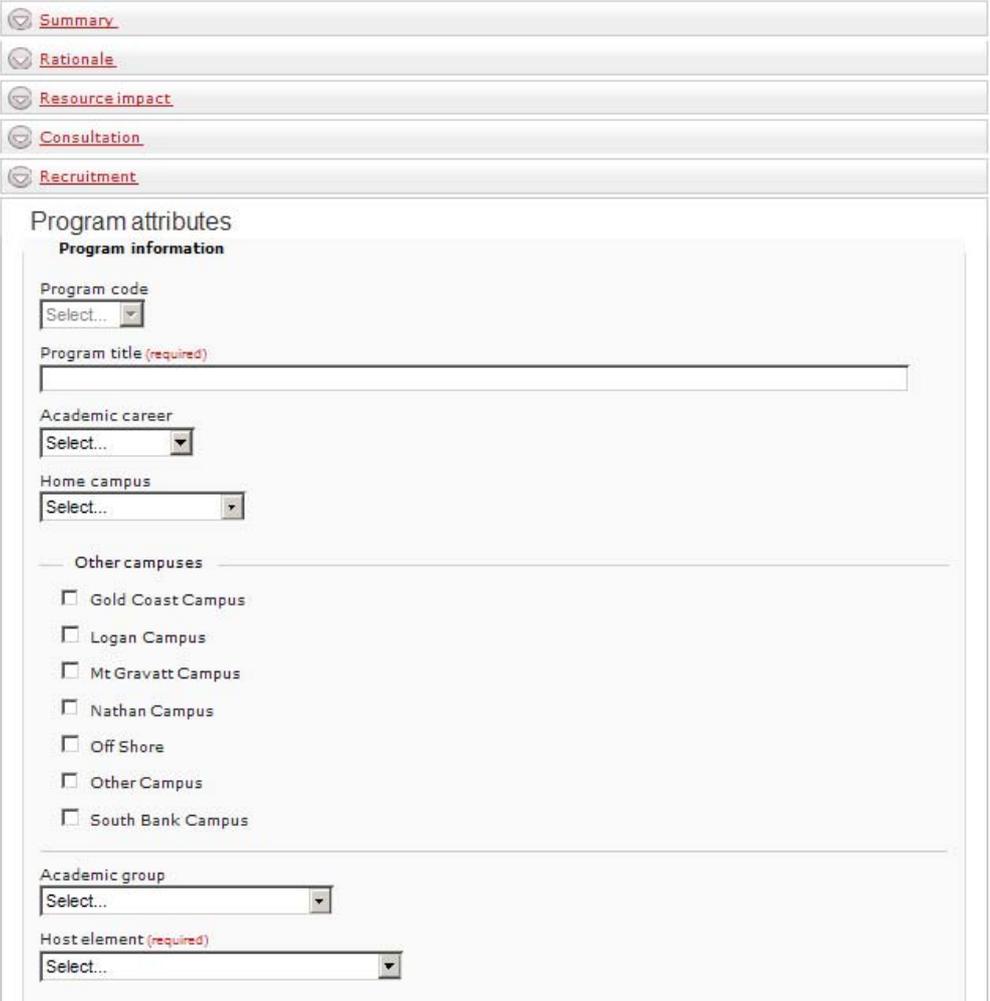


View of Initial Program Proposal template

Some template toolbar features and the Submit button only display once a proposal has been saved

Program attributes page

The program attributes page requires the proposer to enter information and select applicable values to identify the proposed program.



The screenshot shows the 'Program attributes' page with a navigation menu on the left containing 'Summary', 'Rationale', 'Resource impact', 'Consultation', and 'Recruitment'. The main content area is titled 'Program attributes' and contains a 'Program information' section. This section includes several form fields: a dropdown menu for 'Program code', a text input field for 'Program title (required)', a dropdown menu for 'Academic career', a dropdown menu for 'Home campus', a section titled 'Other campuses' with seven checkboxes for 'Gold Coast Campus', 'Logan Campus', 'Mt Gravatt Campus', 'Nathan Campus', 'Off Shore', 'Other Campus', and 'South Bank Campus', a dropdown menu for 'Academic group', and a dropdown menu for 'Host element (required)'.

View of top section of the Program attributes page

Question pages

Question pages require the proposer to enter responses to specific questions.



The screenshot shows the 'Rationale' page with a navigation menu on the left containing 'Summary'. The main content area is titled 'Rationale' and contains a 'Rationale questions' section. This section includes a question titled '1 Describe what you are proposing' with a sub-instruction: 'Describe in succinct terms what you are proposing. (Max 500 words)'. Below the instruction is a large text input field with a vertical scrollbar on the right side.

View of one question displayed on the Rationale page within the Initial Program Proposal template

Full Program Proposal (FPP)

The Full program proposal is the only proposal template that is made up of a word document and the web based pages. Parts 1 and 2 of the template are contained in a Word document that can be downloaded from the Web based pages, completed and the uploaded back into the system. Parts 3 to 5 are completed online. Parts 3 to 5 contain the information that will be transferred to the Program Catalogue and therefore must be stored electronically.

The Preview In Word button on the proposal template toolbar will combine the uploaded parts 1 and 2 with parts 3 to 5 into the one document.

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

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

[Help](#) [Copy](#)

- [Summary](#)
- [Program catalogue: program overview](#)
- [Program catalogue: apply for entry](#)
- [Program catalogue: degree requirements](#)
- [Program structure](#)
- [Course content](#)
- [Program attributes](#)
- [Approval](#)

To save your proposal - but not *submit* the proposal for approval - click 'Save'. To save and submit your proposal for approval, click 'Submit for Approval'.

[Save](#)

View of the Full Program Proposal template

Summary Page

Program information

Program code
Select...

Program title *(required)*

Host element *(required)*
Select...

Total credit points

Year and semester of introduction
Sem 1 2009

Home campus
Select...

Academic career
Select...

Files

[Download blank parts one and two](#)

Upload new completed parts one and two

[Browse...](#)

Max file size 32MB

View of lower section of the Summary Page link within the Full Program Proposal

Click on this button to retrieve parts one and two of the FPP.

Use the Browse button to locate and upload parts one and two

2. Workflow and Approvals

When a proposal has been submitted for approval, an email is sent to the relevant approver advising that a proposal has been submitted to them for approval. The Approver reviews the proposal and records a decision on the Approval page and submits the decision.

On submitting a decision, email notifications are automatically sent to the proposer to advise of the decision and to the next relevant approval body to advise of action to be taken.

The image below displays the approval page to be completed by the Approver. The proposer will have access to this page in read only mode.

View of Approval page

The status of a proposal can be viewed in the proposal, above the proposal toolbar:

View of proposal template toolbar and Status value

3. View and track proposals through the Summary of Proposals Page

The Summary of Proposals page is used to:

- Enquire on the proposals submitted by a Group or School
- Track the progress of proposals through the approval process

The Summary page provides a column for each official approval body through which the proposal must proceed and displays an icon to identify the decision made by that approval body. The **Subm** column displays a tick if the proposal has been submitted to an approval body.

Summary of proposals Logged in: Allison Vial | [Logout](#)

[Information about "Summary of proposals"](#)

Summary search parameters

Year and semester of introduction / withdrawal

Academic group

Host element

Results

For:

Academic group
Griffith Science & Technology

PCP summary				Approvals			
Year and Sem	Host Elmt	Proposal number	Program title	Subm	PVC	DVC (A)	
Sem 1 2009	Sch Biomol & Physical Sciences	2	Bachelor of Physical Sciences	✓	✓	♻️	🔍 📄 🗨️
Sem 1 2009	Sch Biomol & Physical Sciences	17	Bachelor of Water Engineering	✓	✗		🔍 📄 🗨️
Sem 1 2009	Sch Biomol & Physical Sciences	31	Graduate Diploma in Water Conservation	✓			🔍 📄 🗨️
Sem 1 2009	Sch Biomol & Physical Sciences	32	Master in String Theory	✓	✓	✓	🔍 📄 🗨️

[IPP summary](#)
[FPP summary](#)
[WTH summary](#)

Icons will show whether a proposal was approved, recycled or not approved by that approval level.

View of Summary of Proposals page for Program Concept Proposals (PCP)

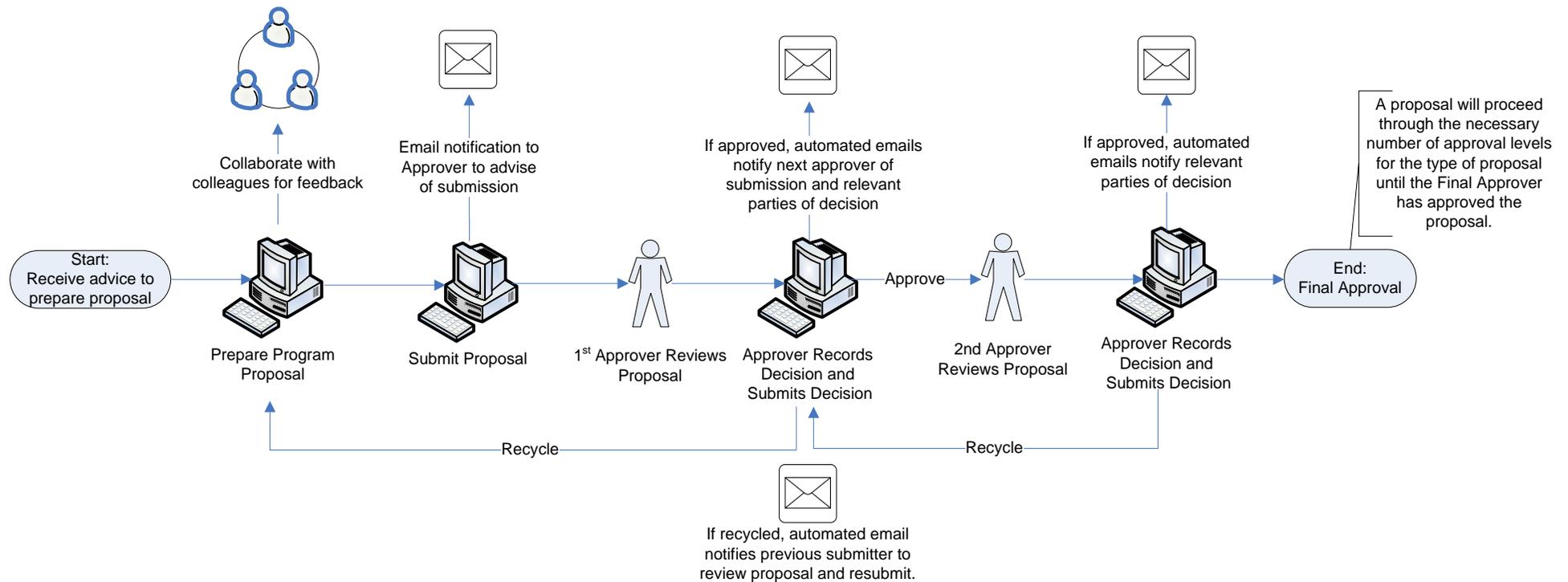
The Summary page also provides icons that link to:

- A tracking detail page that provides further information on the progression of the proposal through each approval level.
- A Word document version of the proposal.
- The Approval Page for that proposal. From that page, you can review the proposal by clicking on the links to each page. Only staff with approval privileges will have access to this icon.

Not all staff have access to the PCP summary and IPP summary links

Program development & Approval Process – in brief

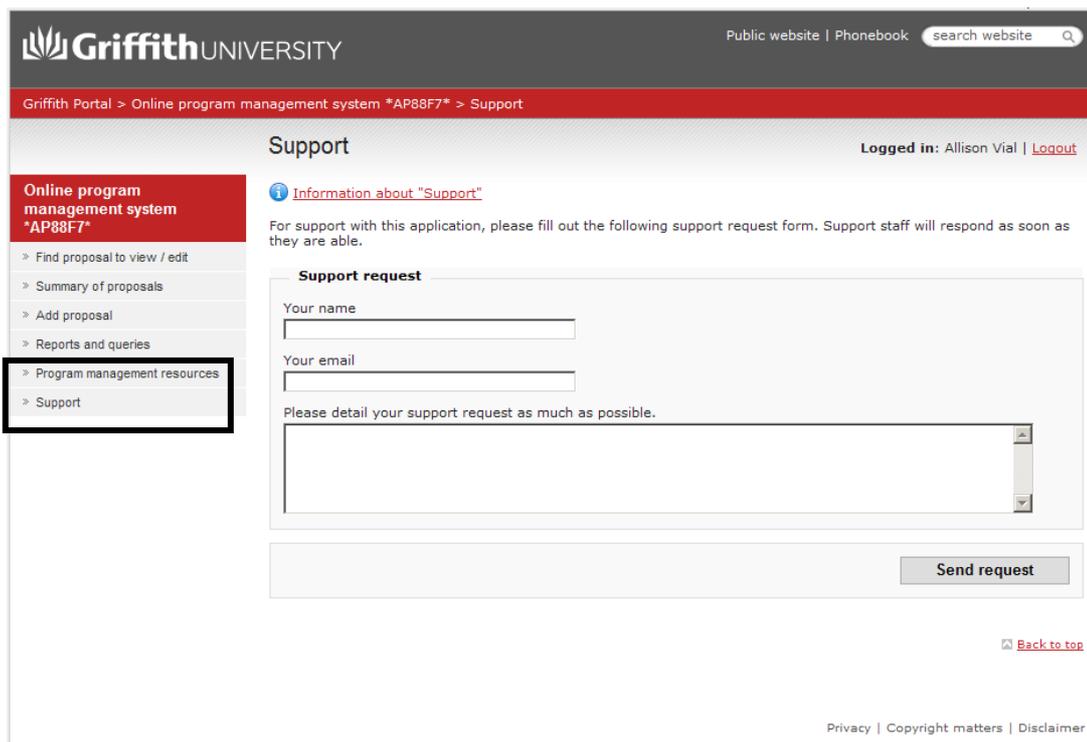
The process flow provides a high level illustration of the program development and approval process using the Program Management system.



Support

To assist with the use of the Program Management system, a number of options are available:

1. Program management resources link – this link is located on the left hand menu in the Program Management system and links to training materials and quick user guides
2. Support link – – this link is located on the left hand menu in the Program Management system and can be use to request advice, provide feedback or request further training



3. Secretariat – Secretariat staff can guide you in the use of the system
4. System errors – please contact 55555