

Example Implementation Plan for a new MSc

Programme Directors are primarily responsible for making operational preparations for the launch of a new programme, co-ordinating with other relevant roles and functions. Creating a clear implementation plan, setting a schedule of what needs to be done when, is a requirement for new award-bearing programmes, and strongly encouraged for all other courses.

This appendix gives outline suggestions for what should be included in such a plan, using the model of a new MSc programme (with indicative timing for a September programme start date). These points, and associated timing are necessarily general; individual plans will need to be carefully developed for each new programme, and may vary from what is suggested below. Following such a plan

Task	Involved/responsible	Timing
This should link in to work on academic development.		
<p>Staffing requirements should have been assessed as part of the approved programme proposal; but a review of current plans and staffing expectations for the programme as a whole (including modules, especially new modules) should be conducted ahead of main preparations ramping up. This should help set an initial allocation for which current staff should work on which areas of the programme when it launches; and determine where recruitment of specific new staff (especially teaching staff) would be necessary, following up accordingly to ensure they are in post in time.</p>	<p>TPD, HoF, PD, MOs</p>	<p>January, 8 months prior to launch</p>
<p>Programme Administrator formally nominated/appointed by relevant Section Head and Programme/Team Manager in TSO or DL Office.</p> <p>The PA may typically be an experienced current member of TSO or DLO staff whose responsibilities have been re-assigned, rather than a new recruit; though potentially with new staff having been recruited to fill the former role of the re-assigned PA.</p>	<p>H-TSO or H-DLO</p>	<p>March, 6 months prior to launch</p>
<p>Module Organisers for new modules should be formally appointed in good time before module materials are finalised, if they have not been appointed already (i.e. at the stage when curriculum development work was being assigned).</p>	<p>PD, TPD, MOs, HoF</p>	<p>April, 5 months prior to launch</p>

Programme specification and module option details updated based on any key developments in the year since the programme specification was originally

Task	Involved/responsible	Timing
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