

[WSU] Process: SFS/ SFT Survey Release

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Dear Colleagues,

Hope you are doing well.

I would like to share the process for SFS/ SFT survey release where CIA team communicates with Schools to ensure that correct teaching allocations are available in Allocate+ before survey release. While teaching allocations are updated in Allocate+ by [Timetabling](#) team, CIA team releases emails sharing important deadlines and data used for survey release each session. Sharing below the purpose of this email and the **6-step email communication process** that we follow to ensure that each teaching staff receives SFS/ SFT surveys for their subject. Please feel free to provide your feedback/ suggest improvements before **15th April**. We would really appreciate that.

Purpose of this email

- Ensure that each teaching staff receives SFS/ SFT surveys for their subject.
- Improve transparency in the process for survey release.
- Enhance communication amongst Schools, Timetabling and CIA team.
- Share new tasks added to the process.
- Send additional reminder emails to schools to help enhance data quality.
- Inform schools about the subjects with missing teaching allocations so that they could be updated in time.

- Share process for Online subjects/ subjects which are not scheduled on Allocate+.

6-Step Email Communication Process: Which emails to expect from CIA team every session?

S No.	Email purpose and attachments if any	Timeline	Email Recipients
1 Existing Task	<p>Email Subject: [WSU] Class Check: Reminder to update teaching allocations in timetabling system.</p> <p>Purpose: Schools to check/ update teaching allocations in Allocate+ with Timetabling team. Updates to be made before deadline mentioned in email for each session.</p> <p>Attachment: None.</p>	Friday of the week prior to session commencement. Schools are given 2 weeks to provide data.	School Managers, BAOs for each school, Timetabling Team.
2 New Task	<p>Email Subject: [WSU] Class Check: Reminder to update teaching allocations in timetabling system.</p> <p>Purpose: Reminder for 1st email.</p> <p>Attachment: List of subjects with missing teaching allocations from Allocate+. Different tab for each school.</p>	1 week before deadline mentioned in 1 st email for each session.	School Managers, BAOs for each school, Timetabling Team.
3 New Task	<p>Email Subject: [WSU] Class Check: Unable to release surveys due to missing Teaching Allocations.</p> <p>Purpose: List of subjects for which our team is unable to organize SFTs due to missing teaching allocations.</p> <p>Attachment: List of subjects with missing teaching allocations in Allocate+.</p>	After deadline mentioned in 1 st email for each session.	School Managers, BAOs for each school, Timetabling Team.
4 Existing Task	<p>Email Subject: [WSU] <Session Name> Class Check</p> <p>Purpose: Class Check Email to Unit Coordinators. Unit Coordinators to check/ update teaching allocations in Allocate+ with Timetabling team. Updates to be made before deadline mentioned in email for that session.</p> <p>Attachment: None.</p>	After Timetabling team has updated teaching allocations in Allocate+.	Unit Coordinators
5 Existing Task	<p>Email Subject: [WSU] <Session Name> SFT Opening Soon</p> <p>Purpose: Class Check Email to teachers. Teachers to check/ update teaching allocations in Allocate+ with Timetabling team. Updates to be made before deadline mentioned in email for that session.</p> <p>Attachment: None.</p> <p>Note: Emails can only be released to teaching staff already in Allocate+. Our team would not be able to send emails to subjects with missing teaching allocation.</p>	After Timetabling team has updated teaching allocations in Allocate+.	Teachers
6 Existing Task	<p>Email Subject: [WSU] <Session Name> Are Now Live</p>	Right after survey release.	Unit Coordinators

Purpose: Go Live Email to Unit Coordinators when surveys go live. Attachment: None.		
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Thank you for your continued support.

Hope you have a lovely day.

Warm regards,

Manika Sahni | Data Scientist

Competitive Intelligence & Analytics

Office of Student and University Planning

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For SFS/ SFT surveys and Qualtrics related request please complete the form in the following link [Competitive Intelligence & Analytics Requests](#).