

Reorganisation of Joint Colleges of Science - Administrative Implementation Schedule

Immediate changes <i>must come into effect 18 August</i>					Progress tracking		
No.	Function Area	Item	Who	How	Initiation (date/person)	Progress (date/comment)	Completion (date/person)
<b>Enterprise Systems</b>							
I-1	HR	HRMS: need to establish two new Colleges in HRMS (COS/CHM)	HR Systems / Belinda Farrelly	Council endorsement then to HR Systems > Create a new tree effective 18 August 2018 with new College nodes.		31 July: Council endorsement commnicated. 2 NEW top nodes will be created (John Frezza) - need to ensure new Finance tree matches the HR one. 11 Aug:HRMS updated. Have seen that the ANU_REPORTING tree from Finance has been updated to include two new nodes COS and CHM also effective 18 August 2017	Complete 11 Aug (John F.)
I-2	HR	HRMS: need to update the department tree to ensure all Research Schools belong to the correct College	HR Systems	College HR to present updated dept tree		26 July: PDF of new organisation provided to HR Systems by GM	Complete 11 Aug (John F.)
I-3	HR	HRMS: need to update reporting lines of School Directors	College HR	After change of supervisor letters sent and acceptance received		Supervision letters done. HRMS changes to occur in next 2 working days (can occur anytime between 11th and 18th Aug)	Complete
I-4	HR	HRMS: need to update HRMS access to ensure access reflects new Colleges	College HR/HR Systems	Seek approval to run report and update through bulk change: Need to clarify if individuals with access to the top node simply change to the new top node, i.e. those currently with access to top node CPMS are granted access to (COS). If individuals are granted access at the school or individual department level there is no need to make any adjustments unless directed to do so.	10 Aug - Lisa R (John F.)	11 Aug - File being reviewed. Once HR receives revised sheet we will make changes first thing on 18/8/2017. (John F)	Complete 18 Aug (Lisa R.)
I-5	HR	HRMS: explore any impacts on CSA's, casual professionals and timesheet approvals	College HR/HR systems	Discuss with HR systems (HR Systems notes impact on timesheets should be negligible)		Explored - no impacts perceived	N/A
I-6	HR	HORUS: linked to HRMS (should update automatically)	HR Systems	Automatic change		No action	N/A
I-7	FN	TM1 and accounts restructure and Load Planning model updates	F&BS (FN)/ HR Systems / PPM	Access to TM1 is partly driven by user roles in the HRMS. Will liaise with PPM. Scheduled for 31st July implementation		TM1 model changes scheduled for 31st July implementation; change to structure will occur when implemented in ES Financials (18 Aug) 25 Aug - changes not yet reflected in TM1 - following-up with PPM (Nancy R)	TM1 income allocation model won't change until 2019 budget preparation. Reporting in TM1 (for recurrent budgett entry) now in new structure - complete for this part. (8 Aug - Gerry L)
I-8	RM	ARIES	RSD / PPM	College restructure & School allocations to be updated in ARIES. Can be updated within a week		13 July: Eva has confirmed that the system can be updated within 1 week 10 Aug: has been tested by RSD - all looks ready for implementation on 18 Aug (Clement F.)	Complete 18 Aug
I-9	GM	Confirm if there will be an impact on the Chemical Management System (CMS)	Nancy Richardson / ITS / HR Systems			26 July: Access to CMS is not at the College node but at the School or individual department. Should not be an issue regardless if Schools move between Colleges	N/A
I-10	HR	Figtree: new incident reporting system picks up changes made in HRMS	HR Systems	New tree structure will be uploaded to Figtree when the effective date of the change takes affect. Individual data should not be impacted by the change unless there's a supervisory change. Again this is also automated and the file uploaded to Figtree will pick up supervisory changes as they take affect.		11 Aug: This will occur automatically. Once the changes come into affect the file to Figtree will contain changes. This should occur between 2 and 7am on 18 August 2017. (John F)	Complete 18 Aug
<b>Automated workflows</b>							
I-11	HR	Perform an audit, as at 18 Aug, of eforms in-progress in ANU Recruit, Travel, VAHAs and others that may become orphaned due to system tree changes	College HR, RM, Intelledox	ANU Recruit, PDRs , VaHas, Accelerated Increments, Unapproved leave wto be audited by Lisa Robertson ARIES and CPA Tool to be audited by Eva Lerable Travel Forms are to be audited by Intelledox Finance (operational) systems to be audited by Jeremy Hill		18 Aug: audit undertaken - no major problems identified at this date 21 Aug: report of supervisor problems with Concur - corrected on 22 Aug (Nancy R) 5 Sep - further report of supervisor problem with Concur (waiting for update from F&BS) 7 Sep - confirmed Concur problem fixed	Complete 7 Sep
I-12	RM	CPA Tool	RSD / PPM	College restructure and School allocations to be updated in CPA Tool. Dean level approvals to be changed in workflow. Can be updated within 1 week.		13 July Eva has confirmed that the system can be updated within 1 week 10 Aug: Is being tested by RSD - there is a possibility that cases not finalised before COB Thu 17 Aug requiring Dean's approval may become stuck in the system. RM team will advise of any deadlines on 18 Aug potentially requiring Dean's approval and push to get them through the system by the 17th. An audit will also be taken this week to see how many cases there are in the system at the moment enabling a decision as to how to handle an orpahned cases (manually or systematically). 18 Aug - appears to have changed with no problems	Complete 18 Aug
I-13	FN	Purchase Order approvals	F&BS / PPM	Changes in ES Financials workflow		Should link automatically when tree change implemented (see I-19)	
I-14	FN	Financial reports – change report distributor	FSS	Dean level reports only - FSS to action on our advice		11 July No reports that we know of. F&BS checking for any provided to University Executive and they will action those. 14 Aug: Teresa H to look at distribution of all reports	

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I-15	HR	Insight: ensure changes in HRMS are picked up by ANU Insight for reflection through the PDR process (and reporting).	HR Systems / PPM / Intelledox	Bulk change		26 July: All supervisor swaps of the PDR e-form are now automated.	Complete 18 Aug
I-16	HR	Insight: ensure changes in HRMS pull through to the VaHA eform and reporting through ANU Insight	HR Systems / PPM / Intelledox	Bulk change		26 July: HR Systems have discussed tree structure change with PPM and there should not be any issues.	Complete 18 Aug
I-17	FN	Determine if we need to recode one College completely or if we can just move them in the tree	Gerry Lillicrap/ F&BS			10 July (Gerry L) Discussed with Trevor Langtry and will be able to move – shouldn't require recoding. 21 July (working party) Needs further discussion with Financial Planning and Analysis and should include Activity based costing through Melissa Aberton (Strategic Initiatives)	Complete 18 Aug
I-18	HR	Payroll Costing Analysis burst reports - confirm changes required	HR Systems	Any change in Deans and/or Directors to respective areas notified to HR Systems will be updated.		11 Aug: We have this in our list of futures to be processed before the burst reports for period ending 23 August are despatched (John F.)	
I-19	FN	Implementation of new reporting tree in ES Financials	Mel Abberton / College Finance		Scheduled for 18th August		Complete 18 Aug
I-20	GM	Online Forms : need to brainstorm where forms require CPMS/CMBE selection and update the fields (Voice survey, ANU Recruit, Insight etc)	All Function Managers / EOs in Science			26 July (HR Systems) ANU Recruit/Insight will be covered by tree structure change / unsure of impact on VOICE survey.	
I-21	GM	Insight: need to update all automated reports to flow to right delegates and in correct Colleges	PPM/ Intelledox?	Update ANU Insight portal		11 Aug: Intelledox working with ITS, Student, Finance, HR Business systems groups to set-up test environment. Testing should begin 14 Aug. 18 Aug - appears to be working smoothly	Complete as at Aug 28
I-22	GM	Delegations - update delegations tree to reflect new College structure	Nancy Richardson / CGRO / John Frezza	New Deans and all staff that work across both Colleges will need updated delegations to reflect the changed structure. Update delegations reporting managed by CGRO with effect of the new College structure in the event of any student appeal matters. Update the Science and Medicine education delegations framework.		26 July (HR Systems) Delegations are now linked to positions and will move according to the new structure with the position. Only need to revoke if an individual/position no longer requires delegation or attach to any new positions/staff that require new delegation. This will be of significance for the new Dean of CHM. E-forms may break if delegates change midway through e-form. Will need Intelledox to confirm	Complete 7 Sep
I-23	GM	Purchase Card approvals	HR Systems / F&BS (Nancy Richardson)	Changes in Concur workflow > confirm if HRMS changes will automatically flow through to Concur		26 July (HR Systems) Any changes to supervisor chain will be picked up and processed automatically when they take affect 21 Aug: an issue with the correct pick-up of supervisor was identified in Concur. Corrected on 22 Aug by HRMS Systems (Nancy R) 5 Sep - further report of supervisor problem with Concur (waiting for update from F&BS)	Complete 7 Sep
<b>Administrative Governance</b>							
I-24	GM	Confirm official full and short College names and acronyms, and provide this information to all	GM's office	Needs to be provided to Uni Executive, PPM and all Enterprise System business owners prior to any changes being made			Complete - David A
I-25	HR	Revised supervisory letters for all research School Directors and Executive professional staff affected by the change	College HR	Dean's decision on Professional staff, then variation letters	9 Aug - Lisa R		Complete - Lisa R 11 Aug
I-26	GM /HR	Confirm location of CAM in new Org structure	College Deans	Decision (then HR system fix) > probably to sit in COS			Complete - David A
I-27	HR	Committees : Promotion Committees to reflect new College structure	College Deans/HR	COMPLETE			COMPLETE - Lisa R 10 July
I-28	GM	Research whether we need to notify any external regulatory or accreditation authorities regarding the internal College structural/naming changes	Nancy Richardson / School Managers	Work with School Managers to establish a list of possibly relevant external bodies (possibly talk to DVCR's office)	10 Aug - Nancy R	1 Sep - in progress (RSP only request so far)	
I-29	GM/HR	Change the reporting line of the Deputy Dean (Education) to the new Chair of JCEC (ie Dean of COS)	Nancy Richardson / HR	Make request to College HR	4 August - Nancy R		Complete - Lisa R 10 Aug
<b>General Administration</b>							
I-30	HR	ANU Recruit: drop downs for advertisements are updated to ensure roles reflect new Colleges.	Lisa Robertson (HR Systems)	Change to ANU Recruit		11 Aug: This will occur automatically. Once the changes come into affect the file to PageUp will contain changes. This should occur between 0:15 and 5am on 18 August 2017. I have run tests and reviewed the content of files, CHM and COS will flow through. (John F.)	Complete 19 Aug (Lisa R)
I-31	HR	Audit of those who currently report to both Deans (both staff and students)	Lisa Robertson				Complete - Lisa R 19 Aug
I-32	HR	Manual PDR supervisor changes to School Directors, staff etc. involved	College HR			26 July (HR Systems) No longer manual if the change is a simple change to the supervisory chain. 18 Aug - some manual changes needed for Kieran K.	
I-33	M&C	ANU central marketing templates	Penny Calvert	Rebranding	11 July (Penny C)	Have requested change with MO	Complete 24 Aug
I-34	GM	New functional emails for Deans' EAs	Nancy Richardson	Log job with ITS after name acronyms have been finalised	31 July - Nancy R	7 Aug - all but ea.cos@anu.edu.au set-up	Complete - Nancy R 11 Aug
I-35	GM	Update EA manual (new position numbers for Deans)	Nancy Richardson	Advise Exec team as soon as info provided by College HR	14 Aug - Nancy R requested	17 Aug: will provide to Exec team on 18 Aug	
I-36	GM	Develop and implement a new standard signature block for ALL staff in the joint administration, to be used consistently by all staff in the team	Nancy Richardson	See questions regarding naming	14 Aug - Nancy R	To be communicated on 17 Aug (Nancy R)	Complete - Nancy R 17 Aug

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I-37	GM	Email : people to update their email signatures	Nancy Richardson	Staff sent a standard template to update their signature	14 Aug - Nancy R	To be communicated on 17 Aug (Nancy R)	Complete - Nancy R 17 Aug
I-38	All	Phone : update message banks	Science Admin staff	Individual responsibility > info to come from Nancy Richardson 17 August			Complete - Nancy R 17 Aug
<b>Communications</b>							
I-39	GM	Internal communication strategy	SCAPA / Belinda Farrrelly	After Council approves new College names on 21 July, to advise of new names which come into effect 18 August			Complete - VC 31 July
I-40	DVC(RI)	External communication strategy	Margaret Harding / SCAPA / Belinda Farrelly	Inform external partners involved in the consultation			
I-41	GM	Initial communication to School Directors regarding reorganisation and changes affecting them	GM's office				Complete - David A 9 Aug
I-42	GM	Further communication to School Directors and School Managers explaining administrative implementation of reorganisation	GM's office				Complete - David A 14Aug
I-43	GM	All COS/CHM staff communication from the Deans one week prior to the commencement of the new Colleges explaining the change and pointing to the feedback webpage	GM's office				Complete (16 Aug) - Kieran K
I-44	GM	Continue to develop the consultation website with information regarding the reorganisation and process by which staff feedback is being considered	GM's office		9 Aug - Nancy R (with Ilario P) / consultation page now accessible from a link on the Governance page of the Colleges website	16 Aug - updated	Ongoing task
I-45	SA	Communications to students	Caroline Chapman	Email will be sent to all Science students due to Open Day timing	Nancy Richardson 17/08/17	17 Aug - Kieran's email forwarded to all Research students by Caroline Chapman	21 Aug - complete (Caroline C)
I-46	M&C	Advise central teams - Marketing Office, DSRA, SCAPA - of changes	Skye Rickey	Email communication and meetings (31 July)		Email communication sent to all central areas and college counterparts on 19 July	19 July - Skye Rickey
<b>Students</b>							
I-47	SA	Student Central terminology	Ellin Bye	Advise Student Central of changes to be effective 18 August (9 August implementation)	Ellin Bye 14/08/17	Email sent to Student Central. Acknowledged by Central	Complete 14/08/17
I-48	SA	Conditions of Award (all)	Libbie Dinn/Ellin Bye	Discussion required with STAR	Caroline Chapman 16/08/17	Email has been sent to Scholarships Office and Prizes Office to negotiate streamlined process for updating CoA. Scholarships have responded. A spreadsheet will be sent to Scholarships detailing immediate changes. Notification email sent to schools 17/08/17	Complete Aug 17
I-49	SA	University Medal Allocation - % per College	Caroline Chapman	Educational decisions	Caroline Chapman 16/08/17	Email sent to Prizes Office to clarify whether restructure affects policy	
I-50	SA	Honours Scholarship Allocation - % per College	Caroline Chapman	Educational decisions		Sep 8 - underway	
I-51	SA	HDR Scholarship Allocation - % per College	Carlie Potter	Educational decisions	Carlie Potter 08/08/17	HDR Committee - underway	
I-52	SA	Honours Application Forms	Malabika De	DSA and Admission Team need to resolve this	Malabika De 17/08/17	Form has been updated and has been sent to College Web Team for actioning 18/08/17	Complete 17/08/17
I-53	SA	Admission Publications (UAC, Studylink, flyers)	Malabika De	DSA/Admissions Team to update	Caroline Chapman 17/08/17	Email sent to Admissions team leaders (Domestic & International)	Complete 17/08/17
<b>Websites</b>							
I-54	SA	Contact Us page - appointment bookings	Nicolas Sylvestre	Changes will be updated on pages	17 Aug Caroline Chapman	Pages checked - no updates required	N/A
I-55	M&C	Website updates - reformat externally visible College webpages	Marketing / College Web Team		31 July (Ilario P)	Commenced and ongoing - banners will change on 18 August	Complete 18 Aug
I-56	M&C	ANU central website information references to the Colleges and structure	Ilario Priori with Annabel McCabe	Rebranding / description	11 July (Ilario P)	Commenced and ongoing - banners will change on 18 August	Complete 18 Aug
I-57	M&C	College and Research School websites	College Web team	Home page, in-page references	11 July (Ilario P)	Commenced and ongoing - banners will change on 18 August	Complete 18 Aug

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Intermediate changes 19 Aug - 31 Dec implementation					Progress tracking		
No.	Function area	Item	Who	How	Initiation (date/person)	Progress (date/comment)	Completion (date/person)
<b>Enterprise Systems</b>							
II-1	RM	Confirm if any changes need to be reflected in the RIMS ethics module prototype	Eva Lerable			None required - Eva L	Complete
II-2	FN	Need to explore impact of changes on ES Financial system and ensure coding is consistent with HRMS	F&BS (FN)				Complete - Mel Abberton / Garth Waring (Aug)
II-3	F&S	Need to explore impact of changes to Archibus, Maximo and ANU Security Systems	F&S			Aug 25 - Maximo not affected (Adam T) Sep 15 - Adam T to call F&S re Archibus on 21 Sep	
<b>Administrative Governance</b>							
II-4	GDP	MoUs, credit-transfer, pathway agreements	Jay Poria	References to Colleges to be changed as they come up for renewal	Jay - as they arise		
II-5	HR	Committees: Selection Committes, reminding all hiring managers of the need to include a rep outside of new Colleges	College HR	Include in briefing to hiring managers			
II-6	FN	Amount for Deans' strategic funds for 2018 budget	Deans & College Finance Manager (CFM)			8 Aug - still to be confirmed	
II-7	FN	Dean of CMBE strategic funds split between COS/CHM	Deans & CFM	Need discussion with both Deans			Complete - 8 Aug (Gerry L)
II-8	FN	Taxing for Deans' strategic funds – separate line and tax rate so no cross subsidy	CFM		Gerry, 9th August		
II-9	FN	Check with ITS re licensing of software that there are no issues related to name changes	ITS	May just need name change in their database			Complete - 8 Aug (Gerry L)
II-10	FN	Budget Income allocation spreadsheets modified	Gerry Lillcrap	COMPLETE			July - G Lillcrap
<b>General Administration</b>							
II-11	M&C/GM	Stationery, templates, business cards	M&C/ GM's office (Nancy Richardson to check School Directors' usage of College names)	Change College description > ensure all those who use business cards use the correct terminology (e.g. "Health and Medicine" not "Health & Medicine")			
II-12	M&C	Event banners	Penny Calvert	New banners required prior to any event	Andy Leach 13 Sep	In progress - photos taken 13/9, expect to be finished end Oct	
II-13	M&C	Hard copy collateral (where re-printing is required)	M&C	Rebranding	Ongoing	whenever required	
II-14	M&C	ANU central printed materials	Penny Calvert	Rebranding	Ongoing	whenever required	
II-15	GM	Update internal email lists	Nancy Richardson	Use opportunity to standardise naming conventions			
II-16	GM	Signage changes - Various around College & Schools	Science Admin Coordinator		18 August: Adam Thompson	Sep 1 - new signs order -awaiting delivery	
II-17	GM	Signage changes - Various around ANU	Science Admin Coordinator / F&S	External signage controlled by F&S			
II-18	GM	Staff Directory	GM's office/ITS	Bulk update?	17 Aug: Adam Thompson	Sep 1 - only Exec team actioned	
II-19	GM (All)	Rubber Stamps	Science Admin Coordinator	Order new stamps for each area - details to Adam			
II-20	GM / M&C	Campus Maps - paper	Science Admin Coordinator/ Facilities & Services	Adam T to inform F&S			
II-21	GM	College Awards certificates	GM's office				
II-22	GDP	Promotional and information collateral: Partnership-specific flyers, scholarship flyers and content on webpages (hosted by ANU and ANU Science)	Jay Poria (work with M&C)	At the ANU end and also at the partner university's end			
II-23	GM	After Go Live: a contact point for websites that still refer to old College titles	Nancy Richardson				
II-24	GM	Org Charts - internal and external	Science Admin coordinator	Update org charts with new College branding			
II-25	GM	New structure in O Drive > Joint Colleges Executive	Nancy Richardson	New folders for Deans and archiving			
II-26	GDP	Presentations	Jay Poria	Change College descriptions			
II-27	GM	Determine the Graduations reader for the December 2017 Conferrals and confirm with the central Graduations Office	Nancy Richardson	Respond to graduation.officer@anu.edu.au (email 1 Aug)			
<b>Communications</b>							
II-28	GDP	Notify all international partner universities/institutions of the change in College structure/name	Jay Poria (ensuring no doubling up with International team)	Email / letter			

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<b>Students</b>							
II-29	SA	Brochures and Publications	Ellin Bye	Update all internal brochures		Documents will be updated when next use/circulated	
II-30	SA	Prizes and Scholarship night (booklets/certificates)	Ellin Bye	2018 update information		Documents will be updated prior to next event	
II-31	SA	Deans' letters of recommendation	Ellin Bye	Update details on letter		Template will be updated when Sem 2 results released	
II-32	SA	Student Support Document (flyer issued to students at induction and expos)	Libbie Dinn/Ellin Bye	Update details once the University Map is updated		Documents will be updated when next use/circulated	
II-33	SA	Consider HDR completion data clean-up project in partnership with DSA	Libbie Dinn /Anna Cowan / DSA				
II-34		Student evaluation surveys for semester 2 2017					
<b>Websites</b>							
II-35	GM	Update Science Admin contacts list	Science Admin Coordinator			Sep 1: new staff members added, still need to update functional email addresses to reflect new college names	
II-36	GM / M&C	Campus Maps update - electronic	ES/ Ilario Priori / central Marketing	Adam T to coordinate with Ilario P and work with central Marketing			
II-37	HR	Update College induction portal	College HR	Manual update by Ilario P			
II-38	M&C	Reformat staff intranet sites with new College information	Marketing Web Team / EOs		18 Aug - underway (Web team)		
II-39	GM	Committees: College Executive committees, revised membership Intranet - Governance and Committee pages	Nancy Richardson	Change details on Governance page and name changes on Committees page		Sep 1 - underway	
II-40	M&C	Third party websites (Hobsons, Masterstudies)	Penny Calvert	Change College description		14 Sep - Masterstudies soon to be complete / Hobsons complete (Penny C)	
II-41	M&C	Liaise with Central Divisions to update any central portfolio website references/links to the new CHM/COS structure	Ilario Priori / Central Division Directors or nominees	Change College description	August: Web team (Ilario)	Ongoing	
II-42	RSD	Researchers database	RSD	Updates to College of affiliation for all science Researchers	18 Aug: Dave Pullen	22 Aug: new College names have come through but work still required to cleanse the system	Complete 15 Sep

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System update restricted changes <i>Jan 1, 2018</i>					Progress tracking		
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<b>Enterprise Systems</b>							
III-1	FN	Update ES financials with new data tree matching HRMS	Gerry Lillicrap / F&BS				
III-2	AR&P	Raiser's Edge	Karen Gair / AR&P	Alumni, Funds, Donor data would need to reflect the new College where applicable			
III-3	FN	TM1 Income Allocation	Mel Abberton / Mary Biboudis / Gerry Lillicrap	The TM1 Income Allocation Module to reflect the new JCS structure			
<b>Automated Workflows</b>							
III-4	HR	HRMS: need to update charge codes for Science Admin staff	College HR	If keeping the same codes, correct title and adjust %) > to be activated 1 Jan			
<b>Administrative Governance</b>							
III-5	FN	Determine new salaries split for SCA effective 1 Jan 2018	FN & HR	FN to advise HR once budget finalised			
<b>General Administration</b>							
III-6	GM	Uniforum data collection	Nancy Richardson	Inform SIG of structure change and work with them to map in preparation for 2018 survey			
<b>Students</b>							
III-7	SA	Program and Courses	DSA	System			
III-8	SA	Academic Org Tree	DSA	System			
III-9	SA	Program Owner	DSA	System			
III-10	SA	Plan Owner	DSA	System			
III-11	SA	SCNC Courses + HONS	DSA	System			
III-12	SA	Curricular Management Forms (Science specific)	DSA	System			
III-13	SA	Faculty of Science references	DSA	System			
III-14	SA	Wattle/Moodle	ITS				
III-15	SA	Graduation templates (Doffing and Program)	EGAP				
III-16	SA	Academic Activity Statements	HE Central				
III-17	SA	Eforms (HDR and PGRD)	Intellex				
III-18	SA	PPM Reporting	PPM				

## **Function Area Abbreviations**

AR&P	Alumni Relations & Philanthropy
F&S	Facilities and Services
FN	Finance
GDP	Global Development and Partnerships
GM	General Manager's office
HR	Human Resources
M&C	Marketing and Communications
RM	Research Management
SA	Student Administration