

INSTITUTIONAL AUDIT PROJECT PLAN : Draft 12 April 2010											
PROGRESS											
NOT INITIATED	INITIATED	SOME PROGRESS	GOOD PROGRESS	COMPLETED	ACTION REQUIRED	Date Initiated	Date Completed	FUNCTIONARIES INVOLVED	responsible for project managing activity	RESOURCES REQUIRED	RISK
					<i>Decisions taken and available information change rapidly. To lessen impact on yourselves please include QMD (Dan & Localise) in your communication systems & keep us informed of developments.</i>						
0					1 OVERALL OBJECTIVE: To prepare for, manage, run and close down the activities required for CPUT's Institutional Audit						
0											
0					2 DEVELOP AND APPROVE BUDGET	2009/10/01	2010/02/08	Finance, QMD			
0					3 Goal 1: Obtain approval on appropriate budget for Institutional audit activities required for the Self-evaluation report and the HEQC site visit.						
4				●	4 Identify major activities requiring budget in consultation with other HEIS who have undergone an audit	2009-10-01	2009/10/15	QMD	QMD	budget	not approved
4				●	6 develop draft budget	2009-10-01	2009/10/15	QMD	QMD		
4				●	7 preliminary discussions with budgeting team	2009-10-30	2009/10/30	Finance	QMD		
4				●	8 Consideration and allocation by budget team	2009-10-30	2009/11/25	finance	Finance: P.Daniels, S. Edries, A.Davies		
4				●	9 approval and allocation of budget to relevant units	2009-11-30	2009/11/30	Finance	Finance		
2		●			10 Communication of allocated codes to IA project manager	2010-01-20	2010/02/05	Finance, QMD	Finance, P. Daniels		relevant allocation not communicated to units
2		●			11 Communicate to all units to ensure IA budget is in place	2010-02-08	2010/02/08	Finance, QMD	Finance		
					12						
					13 PROJECT MANAGEMENT PLAN						
					14 Goal 1: Develop the project management plan for the Institutional Audit, in consultation with other HEIs and CPUT units	2009-11-01	2010/10/30	All Units	QMD	IAO, travel, printing, budget,	time constraints, misunderstanding of input required & roles, not reading the plan
4				●	15 Develop basic framework with reference to other HE institutions who have undergone the HEQC audit	2009-11-01	2010/01/31	QMD,	QMD		
4				●	16 Present to DVC: Academic and Deans	2009-11-08	2009/11/08	QMD	QMD		
4				●	17 Present to DVC: Academic and Deans	2010-01-25	2010/01/25	QMD, Dean's forum			
4				●	18 Meet with MCD Director and staff for input	2010-01-21	2010-01-21	QMD, MCD	QMD		
4				●	19 Update after consultation with MDC Director and Staff	2010-01-21	2010/01/25	QMD, MCD, Thami, Illana, Norman	MCD, QMD		
4				●	20 Meet with DVC: Operations and HOS for input	2010-01-28	2010/01/28	QMD, Ops	QMD		

4				21	Update after consultation with DVC: operations and Heads of sections	2010-02-01	CTS/QMD	HR, facilities, CTS, Estates, Finance, DVC: Ops, OMD	QMD		
4				22	Update after consultation with CTS	2010-01-29	2010/02/01	CTS/ QMD	QMD		
4				23	Update after consultation with Infrastructure Development & estates						
4				24	Meet with DVC: Research, Innovations & partnerships and HOS for input	2010-01-28	2010/01/28	QMD, RIP	QMD		
4				25	Update after consultation with DVC: Research, Innovation and Partnerships and Heads of sections	2010-01-29	2010/02/01	QMD, DVC: RIP, technology stations, coop etc.	QMD		
4				26	Meet with DVC Student Affairs & HOS for input	2010-01-29	2010/01/29	QMD, Student affairs	QMD		
4				27	Update after consultation with DVC: Student Affairs and Heads of sections	2010-01-30	2010/02/02	QMD, student affairs	QMD		
4				28	Meet with Advisor the VC and relevant HOS	2010-02-02	2010/02/11	QMD, Tisani	QMD		
4				29	Update after consultation with Advisor to the VC and relevant sections	2010-02-05	2101/02/12	MCD, MIS, Transformation, Advancement, OMD	QMD		
4				30	Obtain further comment from all sections via email or meeting. Identify integration required, responsibility, resources and risks	2010-01-25	2010/02/30	QMD, relevant units	relevant units		
4				31	Consultation with strategic planning and MIS	2010-02-04	2010/02/15	QMD, MIS, strategic planning	QMD		
4				32	Update plan	2010-02-04	2010/02/16	QMD	QMD		
4				33	Finalise and obtain agreement on plan from all functionaries involved	2010-02-08	2010/02/30	QMD, relevant units	QMD		
4				34	Present to DVC: Academic and Deans	2010-02-08	2010/02/08				
3				35	Communicate detailed plan to EM, steering committee, Units involved	2010-02-08	2010/02/30	QMD	DVC: Academic, QMD		
2				36	Communicate highlights to CPUT community	2010-02-09	2010/03/30	MCD, QMD	MCD		
				37							
				38	Goal 2: Implement the project management plan for the Institutional Audit, in cooperation with other units						
4				39	Implement project plan. Incorporate and communicate any additional input required throughout the process and monitor risk factors.	2010-02-09	2010/10/30	All	QMD		slippage, lack of resources, non compliance, flow of work across institution, budget allocation, holiday
				40							
				41	SELF-EVALUATION REPORT (SER)						
				42	Objective : Develop, design, burn, print and bind-300 hard copies, as well as electronic copies, of CPUT's self evaluation portfolio, for submission to the HEQC	2010-02-01	2010-07-08	MCD/QMD/ DVC:Acad		IAO, Designer, VC time, DVC time, breakaway meeting, budget, web site design, mass CD production	Budget allocation, submission to secretariate, printing time, loss of data

				43	Goal 1: Re-write Self-Evaluation report with current data & information						
				44	Commence re-writing of SER 2	2010-02-01	2010-03-05	DVC: Acd, DVC: RIP, DVC:Ops,Dean: stud. QMD, institutional planning, transformation, partnerships, research, Technology & Innovation, OIA, Continuing Education, service , Advancement, Registrar, AGC, Admissions, secretariate, learning, coop, MIS, HR, Finance, Infrastructure, CTS, Residences, student affairs, student counselling, Student health, Disability unit, HIV/Aid, Judicial affairs, Fundani, e-learning, library,	QMD	MCD personnel	Holiday period, dealing with operational activities, disagreement on content
4				45	Development of CPUT profile book 2 - data & stats	2010-02-10	2010-03-30	MIS/institutional planning/QMD	MIS		
1				46	SER 2 distributed	2010-02-28	2010-03-05		QMD		
4				47	Draft report to MCD for work with bridgette	2010-02-28	2010-03-05		QMD		
4				48	Design the "look and feel" of the self-evaluation report for CPUT, as well as the institutional profile (book 2), and provide the templates to QMD.	2010-02-28	2010-03-20	MCD/QMD/DVC:Academic	MCD		
4				49	Design cover of the report		2009-03-03	MCD/QMD/DVC:Academic	MCD		
3				50	Final template to be sent to QMD	2010-02-28	2010-03-12	Adinda/Bridgette	MCD		
				51	Basic information to MCD from final draft i.e. Contents page plus examples of different report sections and types - text, figures, graphs, scorecard, graphics etc.	2010-05-20	2010-05-30	QMD/MCD (Bridgette, Adinda)	QMD		
				52							
				53	Goal 2: Elicit input, comment, agreement and approval on/for SER						
3				54	management reading of SER 2	2010-02-28	2010-03-10	steering comm	QMD		
4				55	Discussion SER - management meeting ("breakaway type")	2010-03-01	2010-03-16	steering comm, EM, Faculty	QMD		
2				56	Rewriting & individual discussion with critical readers SER3	2010-03-11	2010-04-30	QMD	QMD		
				57	Comments from various committees	2010-03-11	2010-03-01	All committee members	QMD		
1				58	Review from critical reader (internal)	2010-04-01	2010-05-01	DVC:Academic	QMD		
1					Review from critical reader (external - Bob Munn)	2010-05-01	2010-05-30	Bob Munn	QMD		
1				59	Foreword from VC	2010-02-16	2010-05-01	VC/DVC:ACD/QMD	VC		
1				60	Foreword from DVC: Academic	2010-02-16	2010-05-01	VC/DVC:ACD/QMD	DVC		
1					Foreword from Chair of Council	2010-02-16	2010-05-01	VC/DVC:ACD/QMD/Council	DVC		
				61	Submission SER3 Senate agenda	2010-05-05	2010-05-05	QMD	QMD		
				62	Senate discussion SER3	2010-05-24	2010-05-24	DVC/QMD	DVC: Academic		
				63	incorporating comments	2010-05-25	2010-05-27	QMD	QMD		
				64	Submission SER4 Council agenda	2010-05-28	2010-05-28	DVC	QMD		
				65	Council discussion SER4	2010-06-04	2010-06-04	DVC/QMD	DVC: Academic		
				66	incorporating Council comments	2010-06-05	2010-06-17	QMD	QMD		
				67	Finalise index map	2010-01-05	2010-06-10	QMD	QMD		

				68	Design DVD/CD to accompany portfolio, including layout of evidence folders if required. Decide on hyper linking	2010-02-28	2010-06-04	Adinda/Bridgette	MCD		
				69	SER for editing & proof reading		2010-06-17	QMD	??		
				70	SER final to VC for reading & final correction	2010-06-18	2010-06-23	VC/DVC/QMD	VC/ DVC: Academic		
				71	VC sign off of SER (final)	2010-06-28	2010-06-28	DVC/QMD	VC		
				72							
				73	Goal 3: Produce and submit both hard copy and electronic copy to HEQC, Senate and Council	2010-07-02	2010-07-07	MCD/QMD/ DVC:Academic	MCD		
1				74	MCD to work on final presentation of different sections	2010-05-03	2010-06-29	MCD/QMD/ DVC:Academic	MCD/QMD		
1				75	Decide on viability of mini-website with access for panel members? HTMJ files? Pdf files to website	2010-03-01	2010-03-10	MIS (Greg & Ilana)/QMD	QMD/MIS		
				76	Final proofs to printers for the printing and binding of 300 copies. Final copies and DVDs to be delivered to QMD	2010-06-29	2010-07-07	MCD	MCD		
				77	arrange transportation boxes & organise courier forms & services	2010-07-02	2010-07-08	postal/QMD/MCD	QMD		
				78	Final inspection and signing by VC and DVC: Academic	2010-07-08	2010-07-08	VC/DVC/QMD/MCD	VC		
				79	Packing of portfolio's and delivery to courier services	2010-07-08	2010-07-08	postal/QMD/MCD	postal		
				80	Submission of SER and evidence to HEQC	2010-07-08	2010-07-09	postal services/ QMD	postal		
				81	SER bound and printed to Senate and Council	2010-08-23	2010-08-23	QMD	QMD		
				82							
				83	FOCUS GROUP SESSIONS						
				84	Goal 1: To run focus group sessions to gather information for the open ended questions and relevant sections of the HEQC criteria						
0				85	Institutional Forum	2010-01-11	2010-01-15	committee members	QMD		
				86	Transformation Forum	2010-01-11	2010-01-15	committee members	QMD		
				87	Heads of Departments	2010-01-11	2010-01-15	selection HOD's each faculty	QMD		
				88	Unions	2010-01-18	2010-01-22	Union executive	QMD		
				89	SRC	2010-01-18	2010-01-22	SRC Council	QMD/DEAN students		
				90	Students - undergraduate	2010-01-18	2010-01-22	selection of students from departmental student committees	QMD/DEAN students		
				91	Students - postgraduate	2010-01-25	2010-01-29	POCSA	QMD/ post grad		
				92	Sample of employers	2010-01-25	2010-01-29	coop	QMD/coop		
				93	Different campuses	2010-01-25	2010-01-29	campus managers	QMD		
				94	Advisory committees	2010-01-25	2010-01-29	selection from functioning advisory bds	QMD/HODs		
				95	international students	2010-01-25	2010-01-29	OIA	QMD/OIA		
				96							
				97	COLLECTION OF EVIDENCE						
				98	Objective: collect primary and secondary evidence from all units and departments in CPUT, and catalogue into a system suitable for retrieval during the audit visit						
				99							
2				100	Goal 1: Collect relevant evidence from all Faculties and units across CPUT						
				101	primary evidence	2010-01-05	2010-04-30	ALL	QMD		Archives
				102	secondary evidence	2010-01-05	2010-07-30	ALL	QMD		providing last minute evidence
2				103	document management files complete	2010-01-05	2010-09-23	QMD	QMD		
1				104							

				105	Goal 2: Collect Institutional Committee Minutes						
4				106	Senate & all senate committee minutes to QMD - 2005 - 2009	2010-01-05	2010-04-30	Registrar	QMD		
				107	organise Council minutes- 2005 - 2009	2010-01-05	2010-07-30	Registrar	QMD		
				108	organise finance minutes- 2005 - 2009	2010-01-05	2010-07-30	Registrar	QMD		
1				109	organise HR minutes- 2005 - 2009	2010-01-05	2010-07-30	Registrar	QMD		
				110	organise planning minutes -2005- 2009				QMD		
4				111	Data Quality Minutes	2010-02-11	2010-02-30	MIS			
2				112	Information Literacy minutes	2010-01-15	2010-03-30	Library			
2				113	ICT operational committee minutes	2010-01-15	2010-03-30	CTS/ QMD			
				114	Document management system committee minutes	2010-01-15	2010-03-30	Registrar			
				115	Institutional level planning/strategic documents	2010-01-15	2010-03-30	ALL DVCs, VC, Tisani, Registrar, Dean of students, finance, HR, transformation, operations			
3				116							
				117							
				118							
				119							
				120							
				121	Goal 3: Collect Faculty information						
3				122	Faculty Board minutes to QMD - Applied	2010-01-05	2010-01-29	Dean	QMD		
4				123	Faculty Board minutes to QMD - Business	2010-01-05	2010-01-29	Dean	QMD		
3				124	Faculty Board minutes to QMD- Education	2010-01-05	2010-01-29	Dean	QMD		
3				125	Faculty Board minutes to QMD - Informatics & Design	2010-01-05	2010-01-29	Dean	QMD		
4				126	Faculty Board minutes to QMD- Engineering	2010-01-05	2010-01-29	Dean	QMD		
3				127	Faculty Board minutes to QMD- Health & Wellness	2010-01-05	2010-01-29	Dean	QMD		
1				128	coordinator's minutes - Applied Sciences	2010-01-05	2010-01-29	Dean	QMD		
1				129	coordinator's minutes- Business	2010-01-05	2010-01-29	Dean	QMD		
3				130	coordinator's minutes- engineering	2010-01-05	2010-01-29	Dean	QMD		
2				131	coordinator's minutes- education	2010-01-05	2010-01-29	Dean	QMD		
2				132	coordinator's minutes- Health & wellness	2010-01-05	2010-01-29	Dean	QMD		
3				133	coordinator's minutes- Informatics and design	2010-01-05	2010-01-29	Dean	QMD		
				134	Academic development activities- Applied Sciences	2010-01-05	2010-01-29	Dean	QMD		
				135	Academic development activities - Business	2010-01-05	2010-01-29	Dean	QMD		
4				136	Academic development activities - engineering	2010-01-05	2010-01-29	Dean	QMD		
3				137	Academic development activities- Education	2010-01-05	2010-01-29	Dean	QMD		
				138	Academic development activities- Health and Wellness	2010-01-05	2010-01-29	Dean	QMD		
				139	Academic development activities - Informatics and design	2010-01-05	2010-01-29	Dean	QMD		
1				140	QIPS to QMD- Applied	2010-01-05	2010-01-29	Dean	QMD		
1				141	QIPS to QMD- Business	2010-01-05	2010-01-29	Dean	QMD		
1				142	QIPs to QMD- Education	2010-01-05	2010-01-29	Dean	QMD		
1				143	QIPS to QMD- Informatics & Design	2010-01-05	2010-01-29	Dean	QMD		
1				144	QIPs to QMD- Engineering	2010-01-05	2010-01-29	Dean	QMD		
1				145	QIPs to QMD- Health & Wellness	2010-01-05	2010-01-29	Dean	QMD		
1				146	QIPS to QMD- strategic units	2010-01-05	2010-01-29	Dean	QMD		
				147	QIPs to QMD- short courses	2010-01-05	2010-01-29	CCE	QMD		
				148	Advisory Board committee meetings Applied Sciences	2010-01-05	2010-02-20	Dean	QMD		
				149	Advisory Board committee meetings: Business	2010-01-05	2010-02-20	Dean	QMD		

				150	Advisory Board committee meetings : Education	2010-01-05	2010-02-20	Dean	QMD		
				151	Advisory Board committee meetings: Engineering	2010-01-05	2010-02-20	Dean	QMD		
				152	Advisory Board committee meetings: Health & Wellness	2010-01-05	2010-02-20	Dean	QMD		
				153	Advisory Board committee meetings : Informatics and Design	2010-01-05	2010-02-20	Dean	QMD		
2			●	154	WIL information - Applied Sciences	2010-01-05	2010-02-20	Dean/Coop	Coop/ QMD		
2			●	155	WIL information - Business	2010-01-05	2010-02-20	Dean/Coop	Coop/ QMD		
2			●	156	WIL information - Education	2010-01-05	2010-02-20	Dean/Coop	Coop/ QMD		
3			●	157	WIL information - Engineering	2010-01-05	2010-02-20	Dean/Coop	Coop/ QMD		
2			●	158	WIL information - Health & Wellness	2010-01-05	2010-02-20	Dean/Coop	Coop/ QMD		
1			●	159	WIL information - Informatics & Design	2010-01-05	2010-02-20	Dean/Coop	Coop/ QMD		
1			●	160	Post Graduate - Information - Applied Sciences	2010-01-05	2010-02-20	Dean/PGSC/QMD	PGSC/QMD		
1			●	161	Post-Graduate Information - Business	2010-01-05	2010-02-20	Dean/PGSC/QMD	PGSC/QMD		
3			●	162	Postgraduate Information - Education	2010-01-05	2010-02-20	Dean/PGSC/QMD	PGSC/QMD		
1			●	163	Post=Graduate Information - Engineering	2010-01-05	2010-02-20	Dean/PGSC/QMD	PGSC/QMD		
1			●	164	Post Graduate Information - Health & Wellness	2010-01-05	2010-02-20	Dean/PGSC/QMD	PGSC/QMD		
1			●	165	Post = Graduate Information - Informatics and Design	2010-01-05	2010-02-20	Dean/PGSC/QMD	PGSC/QMD		
1			●	166	Interviewee names submitted to QMD - Applied Sciences	2010-01-20	2010-02-15	Dean/QMD	QMD		
1			●	167	Interviewee names submitted to QMD - Business	2010-01-20	2010-02-15	Dean/QMD	QMD		
1			●	168	Interviewee names submitted to QMD - Education	2010-01-20	2010-02-15	Dean/QMD	QMD		
1			●	169	Interviewee names submitted to QMD - Engineering	2010-01-20	2010-02-15	Dean/QMD	QMD		
1			●	170	Interviewee names submitted to QMD - Health and wellness	2010-01-20	2010-02-15	Dean/QMD	QMD		
1			●	171	Interviewee names submitted to QMD - Informatics and design	2010-01-20	2010-02-15	Dean/QMD	QMD		
2			●	172	Interviewee names submitted to QMD - strategic units	2010-01-20	2010-02-15	HOU/QMD	QMD		
2			●	173	Interviewee names submitted to QMD - relevant committees	2010-01-20	2010-03-01	chairpersons	QMD		
				174	Goal 4: Collect Information from Strategic units						
2			●	175	Fundani	2010-01-05	2010-02-20	HOU	QMD		
2			●	176	Library	2010-01-05	2010-02-20	HOU	QMD		
2			●	177	e-learning	2010-01-05	2010-02-20	HOU	QMD		
1			●	178	QMD	2010-01-05	2010-02-20	HOU	QMD		
2			●	179	Academic planning	2010-01-05	2010-02-20	HOU	QMD		
2			●	180	Strategic Planning	2010-01-05	2010-02-20	HOU	QMD		
1			●	181	MIS	2010-01-05	2010-02-20	HOU	QMD		
2			●	182	Transformation	2010-01-05	2010-02-20	HOU	QMD		
2			●	183	MCD	2010-01-05	2010-02-20	HOU	QMD		
2			●	184	Advancement	2010-01-05	2010-02-20	HOU	QMD		
3			●	185	HR	2010-01-05	2010-02-20	HOU	QMD		
1			●	186	Finance	2010-01-05	2010-02-20	HOU	QMD		
1			●	187	Facilities	2010-01-05	2010-02-20	HOU	QMD		
1			●	188	Estates	2010-01-05	2010-02-20	HOU	QMD		
3			●	189	CTS	2010-01-05	2010-02-20	HOU	QMD		
1			●	190	Student Development	2010-01-05	2010-02-20	HOU	QMD		
1			●	191	Clinic	2010-01-05	2010-02-20	HOU	QMD		
1			●	192	Disability	2010-01-05	2010-02-20	HOU	QMD		
2			●	193	Counselling	2010-01-05	2010-02-20	HOU	QMD		
			●	194	Sport & culture	2010-01-05	2010-02-20	HOU	QMD		
2			●	195	HIV& Aids	2010-01-05	2010-02-20	HOU	QMD		
			●	196	Residences	2010-01-05	2010-02-20	HOU	QMD		
3			●	197	Research	2010-01-05	2010-02-20	HOU	QMD		

1				198	Innovation & Technology	2010-01-05	2010-02-20	HOU	QMD		
3				199	Coop	2010-01-05	2010-02-20	HOU	QMD		
1				200	Service learning	2010-01-05	2010-02-20	HOU	QMD		
				201	CCE	2010-01-05	2010-02-20	HOU	QMD		
2				202	PGSC	2010-01-05	2010-02-20	HOU	QMD		
				203	Collect evidence from other campuses	2010-02-30	2010-04-30		QMD		
0				204							
0				205	Goal 5: Arrange and secure evidence according to index map and system, for easy retrieval during the visit						
2				206	develop an index system and file plan	2010-01-15	2010-06-01	Library/ QMD	QMD		
2				207	organise electronic folders and index	2010-01-15	2010-06-01	QMD/MCD	QMD		
1				208	organise paper documents and index	2010-01-15	2010-06-01	QMD	QMD		
				209	cross check with SER index map	2010-01-15	2010-06-01	QMD	QMD		
				210							
				211	Goal 6: Transport, set up and check evidence in venue (s)						
				212	Transport evidence (hard and soft copies) to venue for panel	2010-10-12	2010/10/15	QMD/ALL	QMD		
0				213	Set up according to file plan	2010-10-12	2010/10/15	QMD	QMD		
0				214	Conduct dummy run on accuracy and efficiency of use	2010-10-12	2010/10/15	QMD	QMD		
0				215	Set up security measures for maintaining evidence until the visit	2010-10-12	2010/10/15	Facilities	QMD		
0				216							
				217	Goal 7: Check integrity of evidence, remove from site venue, and secure within CPUT DMS						
				218	conduct spot audit on integrity of evidence after site visit and rearrange where necessary	2010-10-21	2010/10/21	QMD	QMD		
				219	remove from venue in a structured organised fashion	2010-10-22	2010/10/22	QMD	QMD		
0				220	relocate to CPUT DMS according to file plan.	2010-10-22	2010.10.25	Registrar/QMD	Registrar		
0				221							
				222	HEQC SUPPORT AND ACTIONS LEADING UPTO VISIT						
0				223	Objective: Manage communication and interaction with HEQC to facilitate the submission of the SER and portfolio as well as the site visit.						
				224							
				225	Goal 1 Facilitate successful communication between HEQC and CPUT on the SER						
2				226	Manage interactions with HEQC leading up to the submission of the SER and portfolio	2010/01/15	2010/07/09	QMD	QMD, DVC: Academic		
4				227	Meet with HEQC	2010-02-23	2010/02/23	MCD/Facilities, QMD	QMD		
				228	Submit SER and portfolio of primary evidence to HEQC	2010-07-08	2010/07/09				
				229	Portfolio meeting with HEQC	2010-08-01	2010/08/15				
				230							
				231	Goal 2: Facilitate successful communication between HEQC and CPUT on the site visit and requirements from different campuses						
				232	Manage interactions with HEQC leading up to the site visit	2010/01/15	2010/10/15	QMD	QMD. DVC:Academic		
4				233	HEQC visit 2	2010-09-01	2010-09-01	management team	QMD		
1				234	Liaise with HEQC on external audit panel members	2010-09-01	2010-09-10	VC/DVC/QMD	QMD		
				235	Discussion and agreement with executive management	2010-09-01	2010-09-10	VC/DVC/QMD	QMD		
				236	Submit list of interviewees to HEQC	2010-09-25	2010-09-25	Mad	QMD		
				237	submit site maps	2010-09-25	2010-09-25	Mad	QMD		
				238	Make preliminary travel and accommodation arrangements for panel members and relevant interviewees	2010-08-15	2010-10-22	Travel/ QMD	Travel/QMD		
				239	Supply additional information requested by HEQC	2010-08-01	2010-10-15	All	QMD		
				240	HEQC 3rd visit to finalise arrangements and final programme	2010-09-01	2010-09-01	HEQC	HEQC?QMD		
				241							

					Compile & submit the number of snappa's required to get quotes			05-Mar	Zolani			
					Quotes of required for poster campaign			09-Mar	Thando			
					Quotes for 2nd campaign			10-Mar	Cathy			
					Final Project Plan with budgets			11-Mar	ALL			
					Samples of flower displays males & females			12-Mar	Cathy			
					Meet with Luclaire & Dan re - Poster content			16-Mar	Cathy		Organize Fliphart & Invite Bridget!!	
					Draft Poster to be submitted to MCD & QMD for approval			19-Mar	Adinda & Bridget			
					Installation of Snappa notice boards on all campuses			24 -26 March	Cathy			
					Delivery of final poster from printers			29-Mar	Adinda & Bridget			
					Putting posters in the frames			30 - 1 April	ALL			
					1st Communicae to staff - re posters			01-Apr	ALL			
					5th Edition of QAN - Criterias			May	Comms			
					Update emails to staff			May - June	Comms			
					Identify students to assist				Cilino Swartz, Cathy Cloete			
					Briefing of students - highlighter campaign			21-Jul	ALL		BOOKING OF VENUE	
					1st "surpize" campaign - Handing out highlighter packs			26-Jul	ALL			
					6th Edition of QAN - Lessons learned from other			August	Comms			
					2nd Poster Campaign			August	Comms			
					Update emails to staff			August	Comms			
					Compile and get info for flyer with QMD & MCD with Quality Steet sweets			26-Aug	Cathy		MCD to prepare & bring ideas	
				310	Type & prepare the flyers			30 -31 August	ALL			
				311	2nd "surprise" campaign - Quality Streets			01-Sep	ALL		Spring Day!	
				312	7th Edition of QAN - HEQC Panel Profiles			11-Oct	Comms			
					OPERATIONAL ASPECTS							
					Objective: Manage the coordination and integration of units and campuses across CPUT							
				313	Goal 1. Ensure that relevant units understand their contribution to the site visit and are able to coordinate actions to meet the requirements.							
4				314	Research requirements of other institutions who have had their audit				QMD		QMD	
0				315	Prepare site plan of all campuses	2010-05-03	2010-09-06		DVC: Operations, facilities		QMD	
				316	Send site plan information to QMD for conversion to maps, Grooteschoor, (No Suggestions) required	2010-05-03	2010-09-06		Facilities/QMD		Facilities	
				317	Produce site maps for all campuses	2010-05-03	2010-09-06		MCD		MCD	
3				318	Book Council chamber, VC's dining room, sports hall auditorium and Blue room, interview venues x3 evidence room	2009/12/01	2010/01/15		QMD			Building - these venues not available or not suitable
				319	Book venue - Cape Town campus				QMD		QMD	
				320	Book venue - Wellington campus				QMD		QMD	
3				321	Meet with HEQC to discuss venues	2010/02/23	2010/02/23		QMD/MCD/ Facilities		QMD	
				322	Student affairs to facilitate use of venues with students	2010/04/02	2010/05/30		student affairs		student affairs	
				323	basic list of requirements to facilities & estates	2010/04/02	2010/04/02		QMD		QMD	
1				324	Project plan on facilities requirements for build up and breakdown	2010/04/02	2010/04/09		facilities, MCD, QMD, strategic planning, residences, sports, student affairs		facilities, QMD	

4				325	Discuss events coordination with MCD: to remain in-house. Final decision to be taken before March		2010-01-20	QMD/MCD	QMD		
				326	draw up project plan for event's organisation required during visit. Starting date to be 2nd August, refreshments, parking, briefing and debriefing areas required. Build up and break down requirements	2010-04-01	2010-04-09	MCD/facilities/ QMD	MCD, QMD		
				327							
				328	VISIT PREPARATIONS, IMPLEMENTATION AND CLOSURE						
				329	Objective: Manage and coordinate the operational aspects of the site visit						
				330							
				331	Goal 1: Conduct site visits of other campuses						
3				332	Liaise with HEQC regarding arrangements for campus visits (Cape Town, Wellington, Mowbray)	2010/08/20	2010-09-20	QMD	QMD		
1					Send itinery for campus visits to HEQC	2010/04/06	2010-04-28				
0				333	HEQC visit to campuses , including all residences	2010/09/20	2010-09-23	DVC: Operations/Dean of students/DVC: Academic/	QMD		
				334							
				335	Goal 2: Prepare for site visit						
				336	consider security requirements based on CPUT climate closer to time	2010-10-01	2010-10-16	EM, security, QMD	QMD		possible unrest and "grandstanding"
				337	Finalise logistical arrangements across campuses	2010-09-06	2010-10-10	QMD, operations (all), MCD, student affairs (all), RPI, Academic (all), faculties (all).	QMD		
				338	Venue infrastructure preparation and maintenance according to facilities plan	2010-10-04	2010-10-15	MCD/Facilities/ QMD	facilities		
				339	Determine technology needs	2010-08-11	2010-08-13	CTS/ QMD	QMD		
				340	acquire required technology	2010-08-30	2010-10-14	CTS	CTS		
				341	Implement events management plan	2010-09-01	2010-10-22	MCD, QMD	MCD		
				342	using final list of names organise requirements for inviting interviewees, i.e. Tags, sms	2010-08-08	2010-08-25	MCD	MCD, QMD		
				343	Organise & order refreshments	2010-09-13	2010-09-17	MCD	MCD		
				344	training of students to help with coordination during visit	2010-10-10	2010-10-16	MCD/ student affairs	MCD, QMD		
				345	Organisation of evidence in blue room	2010-10-13	2010-10-15	QMD	QMD		
				346	CTS setup and preparation of required technology in relevant venues. Organise computers, printers and Photostat facilities	2010-10-14	2010-10-15	CTS	CTS. QMD		
0				347	organise auditorium for interviews	2010-10-15	2010-10-18	MCD/QMD/facilities	MCD		
				348	Set up notices	2010-10-15	2010-10-15	MCD	MCD		
				349	Building access and security arrangement (daytime & after hours)	2010-10-14	2010-10-21	Facilities	Facilities		
				350	Transport arrangements - HEQC, interviewees (external and internal)etc	2010-10-16	2010-10-22	Facilities	Facilities		
				351	organise flights and accommodation - council, external interviewees ?	2010-08-01	2010-10-22	Travel	Travel/QMD		
				352	parking arrangements (HEQC and interviewees across campuses)	2010-08-01	2010-10-22	Facilities, MCD	MCD		
				353	Set up banners etc.	2010-10-16	2010-10-16	MCD	MCD		
				354							
				355	Goal 3: Conduct site visit and facilitate meetings between HEQC and Units/ interviewees						
				356	meet HEQC	2010-10-16	2010-10-17	VC/DVC/QMD/MCD	QMD		
				357	meet HEQC	2010-10-18	2010-10-22	MCD	MCD		
				358	dinner HEQC & management ?	2010-10-18	2010-10-18	Management team	MCD		

			359	Implement MCD events management plan for interviewees on day of site visit	2010-10-17	2010-10-22	MCD/QMD	MCD		large name cards
			360	CTS On standby	2010-10-16	2010-10-22	CTS	CTS		
			361	meet interviewees and facilitate movement	2010-10-18	2010-10-21	MCD/QMD	MCD		
			362	debrief interviewees	2010-10-18	2010-10-21	QMD	QMD		
			363							
			364	Goal 4: Coordinate, brief and debrief Senior management interviewees						
			365	Please note: VC, DVCs, HR, MIS,CTS, MCD, QMD are requested to be on standby throughout the visit						
			366	arrangements for Photographic session HEQC panel and VC & team	2010-10-18	2010-10-18	VC team/ QMD/Mad	MCD		
			367	Meet with VC	2010-10-18	2010-10-18	VC	VC/QMD	Main venue	
			368	Meet with Senior Executive (8)	2010-10-18	2010-10-18	EM	EM/QMD	Main venue	
			369	debriefing	2010-10-18	2010-10-18	VC/DVC/QMD	QMD	meeting room	
			370	Meet with Deans	2010-10-18	2010-10-18	Deans	Deans/QMD	Main venue	
			371	Debriefing	2010-10-18	2010-10-18	Deans/DVC/QMD	QMD	meeting room	
			372	Meet with Council	2010-10-18	2010-10-18	Chair, vice-chair, Member of audit committee, external members	Council/QMD	Main venue	
			373	Debriefing	2010-10-18	2010-10-18	Council/DVC/QMD	QMD	meeting room	
			374	Meet with Senate exco (T&L, research, academic planning)	2010-10-18	2010-10-18	Senate exco	Sennex/QMD/ MCD	Main venue	
			375	Debriefing	2010-10-18	2010-10-18	Sennex/DVC/QMD	QMD	meeting room	
			376	Meet with DVC: community engagement	2010-10-18	2010-10-18	Nhlapo	Nhlopo/QMD	Main venue	
			377	Debriefing	2010-10-18	2010-10-18	NHLAPO/DVC/QMD	QMD	meeting room	
			378	Meet with SRC executive (outgoing & incoming)	2010-10-18	2010-10-18	SRC Executive, Outgoing and newly elected	SRC exec/ QMD?MCD	Main venue	
			379	Debriefing	2010-10-18	2010-10-18	sac/DVC/QMD	QMD	meeting room	
			380	Meet with staff unions	2010-10-18	2010-10-18	unions	Unions/QMD/ MCD	Main venue	
			381	Debriefing	2010-10-18	2010-10-18	Unions/DVC/QMD	QMD	meeting room	
			382	Brief VC on concerns	2010-10-18	2010-10-18	VC/DVC	VC/DVC/QMD		
			383	Meet with HEQC and VC/ DVC to hear institutional concerns	2010-10-18	2010-10-18	VC/DVC	VC/DVC		
			384	Dinner ?			MCD	MCD		
			385	Goal 5: coordinate, brief and debrief senior management (support) interviewees						
			386	Meet with finance committee	2010-10-19	2010-10-19	Finance/ QMD	Finance/QMD/ MCD		
			387	Debriefing	2010-10-19	2010-10-19	Finance/ DVC/QMD	QMD		
			388	Meet with HR committee & relevent others)	2010-10-19	2010-10-19	HR/ QMD	HR/ QMD/ MCD		
			389	Debriefing	2010-10-19	2010-10-19	HR/DVC/QMD	QMD		
			390	Meet with Equity forum (transformation)	2010-10-19	2010-10-19	Equity/ Transformation/ QMD	EE, transformation/QMD/ MCD		
			391	Debriefing	2010-10-19	2010-10-19	Equity/ Transformation/ DVC/QMD	QMD		
			392	Meet with recruitment, admissions Bursaries	2010-10-19	2010-10-19	Registrar/ Admissions/ registrar/ bursaries/ Faculties	Registrar, admission, bursaries/QMD/ MCD		

			393	debrief		2010-10-19	2010-10-19	Registrar/ Admissions/ registrar/ bursaries/ Faculties/ DVD/OMD	QMD			
			394	Meet with Institutional forum		2010-10-19	2010-10-19	Institutional forum/ QMD	IF/QMD/MCD			
			395	Debrief		2010-10-19	2010-10-19	Institutional forum/ DVC/QMD	QMD			
			396	Meet with those responsible for Quality management (DVC, deans, QMD)		2010-10-19	2010-10-19	QMD, DVC, Deans, QAC, Quality managers	QM/QMD/MCD			
			397	Debrief		2010-10-19	2010-10-19	QMD, DVC, Deans, QAC, Quality managers/ DVC	QMD			
			398	Meet with members from province & local government, Community partners, Industry partners & individuals in partnerships (x4), employers (x2), research partners, alumni, convocation		2010-10-19	2010-10-19	MCD/ Interviewees/ QMD	MCD	9 groups of 6 people		
			399	Debrief		2010-10-19	2010-10-19	MCD/ Interviewees/ DVC/QMD	QMD			additional debriefing
			400	Meet with Academic & support staff : recently appointed F/T academic staff, women academic staff, academic support staff (x3), Senior international academic staff, Part-time academic staff, counselling health etc.		2010-10-19	2010-10-19	MCD/ Interviewees/ QMD	MCD	9 groups of 6 people		
			401	Debriefing		2010-10-19	2010-10-19	MCD/ Interviewees/ DVC/QMD	QMD			additional debriefing
			402	Brief VC on concerns		2010-10-19	2010-10-19	VC/DVC	VC/DVC/QMD			
			403	Meet with HEQC and VC/ DVC to hear institutional concerns		2010-10-19	2010-10-19	VC/DVC	VC/DVC			
			404									
			405	Goal 6: Coordinate, brief and debrief interviewees for Teaching & Learning (day 1)								
			406	Meet with DVC: Academic		2010-10-20	2010-10-20	DVC ACD	DVC ACD			
			407	Debrief		2010-10-20	2010-10-20	DVC ACD/ QMD	QMD			
			408	Meet with Deans		2010-10-20	2010-10-20	Deans/DVC/QMD	QMD			
			409	Debrief		2010-10-20	2010-10-20	Deans/QMD	QMD			
			410	Meet with representatives of Faculty Board members (management of quality of T&L)		2010-10-20	2010-10-20	Faculty board members/QMD/ MCD	MCD			
			411	Debrief		2010-10-20	2010-10-20	Faculty board members/DVC/QMD	QMD			
			412	Faculty Programme management : coordinators, T&L committees (programme management development & review)		2010-10-20	2010-10-20	Fundani/Coordinators/ DVC/QMD	MCD			
			413	Debrief		2010-10-20	2010-10-20	Coordinators/ MCD	QMD			
			414	Meet with HODs (6 from each faculty)		2010-10-20	2010-10-20	HOD/DVC/QMD	MCD	6 groups of 6 people		
			415	Debrief		2010-10-20	2010-10-20	HOD/MCD/QMD	QMD			
			416	Meet with undergrad students: Women, international, residential, post grad coursework (6 groups)		2010-10-20	2010-10-20	Student interviewees/ DVC/ QMD	MCD	6 groups x 6 people		
			417	Debrief		2010-10-20	2010-10-20	Student interviewees/ MCD/ QMD	QMD			
			418	Meet with programme management, review and design. Faculty committees & programme evaluation committee		2010-10-20	2010-10-20	Academic planning/Fundani/Program me interviewees/ DVC/OMD	MCD			
			419	Debrief		2010-10-20	2010-10-20	Academic planning/Fundani/Program me interviewees/ DVC/OMD	QMD			
			420	Meet with Library Services (all campuses)		2010-10-20	2010-10-20	Library/MCD	MCD			
			421	Debrief		2010-10-20	2010-10-20	Library/DVC/MCD				

			422	Brief VC on concerns	2010-10-20	2010-10-20	VC/DVC	VC/DVC/QMD		
			423	Meet with HEQC and VC/ DVC to hear institutional concerns	2010-10-20	2010-10-20	VC/DVC	VC/DVC		
			424							
			425	Goal 7 : Coordinate, brief and debrief interviewees for Research (day 1)						
			426	Meet with DVC Research	2010-10-20	2010-10-20	Nhlapo/Staak	QMD		
			427	Debrief	2010-10-20	2010-10-20	Nhlapo/Staak	QMD		
			428	Meet with Senate Research committee members	2010-10-20	2010-10-20	Research/MCD/QMD	MCD		
			429	debriefing	2010-10-20	2010-10-20	Research/DVC/QMD	QMD		
			430	meet with Senate Ethics committee	2010-10-20	2010-10-20	Ethics/DVC/QMD	MCD		
			431	debriefing	2010-10-20	2010-10-20	Ethics/MCD	QMD		
			432	Meet with faculty research and ethics committee	2010-10-20	2010-10-20	Research/DVC/QMD	MCD		
			433	debriefing	2010-10-20	2010-10-20	Research/MCD	QMD		
			434	Meet with postgraduate students, masters, doctoral, SA, SADC, international,	2010-10-20	2010-10-20	students/DVC/QMD	MCD	3 groups x6	
			435	debriefing	2010-10-20	2010-10-20	students/MCD	QMD		
			436	Meet with research structures, research department, coordinators, HDC	2010-10-20	2010-10-20	Research/ DVC/QMD	MCD		
			437	debriefing	2010-10-20	2010-10-20	Research/ MCD	QMD		
			438	Meet with research leaders, rated, administration, support personnel	2010-10-20	2010-10-20	Research/MCDD	MCD	3 groups x 6	
			439	debriefing	2010-10-20	2010-10-20	Research/MCD	QMD		
			440	Meet with groups of researchers	2010-10-20	2010-10-20	research/DVC/QMD	MCD		
			441	debriefing	2010-10-20	2010-10-20	research/MCD			
			442	Brief VC on concerns	2010-10-20	2010-10-20	VC/DVC	VC/DVC/QMD		
			443	Meet with HEQC and VC/ DVC to hear institutional concerns	2010-10-20	2010-10-20	VC/DVC	VC/DVC		
			444							
			445	Goal 8 : Coordinate, brief and debrief interviewees for Teaching & learning (day 2)						
			446	Meet with programme coordinators, management, review and design	2010-10-21	2010-10-21	post grad coord/DVC/QMD	MCD		
			447	debriefing	2010-10-21	2010-10-21	post grad coord/MCD	QMD		
			448	Meet with assessment structures, RPL, post grad	2010-10-21	2010-10-21	Assess/RPL/ DVC/MCD	MCD		
			449	debriefing	2010-10-21	2010-10-21	Assess/RPL/ MCD	QMD		
			450	Meet with short course people, institutional level and faculty management	2010-10-21	2010-10-21	short course/DVC/QMD	MCD		
			451	debriefing	2010-10-21	2010-10-21	short course/MCD	QMD		
			452	Meet with external examiners and moderators	2010-10-21	2010-10-21	exam, mod/DVC/QMD	MCD		
			453	debriefing	2010-10-21	2010-10-21	exam, mod/MCD	QMD		
			454							
			455	Goal 9 : Coordinate, brief and debrief interviewees for Research (day 2)						
			456	Meet with Faculty Postgraduate committees	2010-10-21	2010-10-21	HDC/DVC/MCD	MCD		
			457	debriefing	2010-10-21	2010-10-21	HDC/MCD	QMD		
			458	Meet with PGSC assessment and regulatory structures (HDC)	2010-10-21	2010-10-21	PGSC/ DVC/QMD	MCD		
			459	debriefing	2010-10-21	2010-10-21	PGSC/ MCD	QMD		
			460	Meet with post grad supervisors	2010-10-21	2010-10-21	supervisors/DVC/QMD	MCD		
			461	Debriefing	2010-10-21	2010-10-21	supervisors/MCD	QMD		
			462							
			463	Goal 10 : Coordinate, brief and debrief interviewees for Infrastructure and support						
			464	visit to Library/ computer labs	2010-10-21	2010-10-21	library? MCD	library/MCD		
			465	Visit certification arrangements	2010-10-21	2010-10-21	Registrar/ assessment/ DVC/QMD	Registrar/ MCD		
			466	debrief	2010-10-21	2010-10-21	Registrar/ assessment/ MCD			

			467	Meet with senior IT staff	2010-10-21	2010-10-21	IT/ DVC/QMD	MCD		
			468	debrief	2010-10-21	2010-10-21	IT/ MCD	QMD		
			469	Meet Dean of Students & HOS	2010-10-21	2010-10-21	Dean/DVC/QMD	MCD		
			470	debrief	2010-10-21	2010-10-21	Dean/MCD	QMD		
			471	Meet with residence staff and managers, house committees	2010-10-21	2010-10-21	Residence/DVC/QMD	MCD		
			472	debrief	2010-10-21	2010-10-21	Residence/MCD	QMD		
			473	Recall session - all on standby	2010-10-21	2010-10-21	ALL institutional interviewees	MCD		
			474	Brief VC/DVC	2010-10-21	2010-10-21	QMD	QMD		
			475	Meet with VC/ DVC	2010-10-21	2010-10-21	VC/DVC	VC/DVC		
			476							
			477	Goal11: Facilitate open & recall sessions between HEQC and CPUt community						
			478	Open session	2010-10-22	2010-10-22	All	QMD		
			479	Recall session if necessary	2010-10-22	2010-10-22	ALL institutional interviewees/ QMD/MCD	MCD		
			480	Oral feedback session	2010-10-22	2010-10-22	VC, DVCs, Deans, QMD	QMD		
			481							
			482	Goal12: Break down						
			483	clear venues of evidence	2010-10-22	2010-10-24	QMD	QMD		
			484	clear venues	2010-10-22	2010-10-22	CTS/ facilities	CTS/ facilities		
			485							
			486	FOLLOW UP ACTIONS TO SITE VISIT						
			487	Goal 1: To consolidate debriefing comments, officially close out the site visit and thank the CPUT community						
			488	prepare report on debriefing	2010-10-29	2010-11-05	QMD	QMD		
			489	VC comment to CPUT	2010-10-26	2010-10-29	VC/DVC/QMD/MCD	QMD		
			490	Administer HEQC satisfaction survey	2010-10-27	2010-11-04	QMD	QMD		
			491							
			492	Goal 2: Provide official comment on the HEQC findings						
			493	Draft report received from HEQC for comment	2011-01-15	2011-01-20	VC/DVC/QMD	VC, DVC: Academic		
			494	disseminate HEQC draft report	2011-01-20	2011-01-20	DVC:Academic, QMD	QMD		
			495	steering committee discussion on HEQC draft report	2011-01-25	2011-01-25	QMD, DVC	QMD		
			496	Written comment on draft report to be prepared by QMD	2011-01-26	2011-02-28	QMD	QMD		
			497	VC approves response on draft HEQC report	2011-02-28	2011-03-10	VC	VC, DVC: Academic		
			498	Response to HEQC	2011-03-12	2011-03-12	QMD	QMD, postal		
			499							
			500	Goal 3: to prepare and implement the Institutional QIP based on the HEQC findings						
			501	Release of findings			HEQC/VC			
			502	Develop Institutional QIP based on HEQC findings	2010-10-30	2011-06-30	VC/DVC/QMD	QMD		
			503	Consolidate with existing CPUT QIPs	2010-10-30	2011-06-30	VC/DVC/QMD	QMD		
			504	Implement QIP	2010-10-30	2011-06-30	VC/DVC/QMD	QMD		
			505	Follow up of QIP	2011-01-15	2011-11-30	HEQC/VC/DVC/QMD	QMD		
			506	Mid cycle report	2013-05-01	2013-06-01	VC/DVC/QMD	QMD		
0			507							
			508	SURVEYS						
			509	Objective: Conduct Institutional level surveys according to CPUT schedule and allocated responsibility						
			510							
4			511	SET						

4				512	student satisfaction								
4				513	learner guides								
4				514	graduate destination								
				515	OIA								
				516	employer satisfaction								
4				517	climate survey?								
				518	Initial experience								
				519	partnerships & innovation interactions (SL as well)								
				520	student withdrawal								
				521	alumni								
				522									
				523	PROGRAMME REVIEWS								
				524	Objective: Conduct programme reviews in line with HEQC criteria for programme reviews with a view to evaluating the academic offerings across Faculties								
				525	Goal 1: Complete preliminary audit of programmes with a view to establishing a baseline for CPUT								
3				526	complete reviews undergraduate	2010-01-05	2010-03-01	QMD					
				527	complete reviews postgraduate	2010-01-05	2010-01-30	Director: :post grad					
				528									
				529	Goal 2: Evaluate policies and process and improve where required								
1				530	debriefing session	2010-02-02	2010-02-26	QMD					
				531	follow up actions on process and policy	2010-02-26	2010-03-31	QMD					
				532									
				533	STRATEGIC UNIT REVIEWS								
2				534	complete reviews	2010-01-05	2010-03-30	QMD					
				535	debriefing session	2010-03-30	2010-04-09	QMD					
				536	follow up actions on process and policy	2010-04-09	2010-04-16	QMD					
				537									
				538	IQMS								
				539	Objective; To model, develop, populate and implement the Institutional Quality Management System for CPUT								
3				540	Design the IQMS for CPUT								
4				541	Source and install relevant software								
4				542	Develop model for Institutional Audit	2010-01-05	2010-04-05	QMD					
4				543	Develop model for Programme reviews	2010-01-05	2010-01-09	QMD					
4				544	Develop model for strategic unit reviews	2010-01-05	2010-01-09	QMD					
3				545	Develop model for short course reviews	2010-01-05	2010-01-05	QMD					
2				546	comment on correctness on information	2010-01-05	2010-01-07	DVCs					
3				547	Update scorecards	2010-01-05	2010-01-29	QMD					
				548									
				549	QIP								
				550	Objective: To implement quality improvement actions for CPUT								
				551									
				552	Goal 1: To develop, implement and monitor a QIP based on the findings arising from the Strategic unit panel review reports								
3				553	Develop QIP: Strategic units	2010-01-15	2010/01/15	QMD					
2				554	Engage with relevant HODs to set time lines and prioritize	2010-01-15	2010/01/30	QMD					
1				555	Divisional heads to discuss with unit heads and incorporate into performance objectives	2010-02-01	2010/03/30	HOD/HOS/Deans/DVCs					
				556	Implementation of QIP	2010-01-05	2010-01-05	DVC: Academic					
				557	Report back on QIP status	2010-04-04	2010-04-09	QMD					

