



WORKFLOW

Types of Workflow



Curriculum Management System
Courses, Programs & MMS

Access Workflow screen via button

Filter on Workflow Type

Choose workflow in wizard when creating New items or Amending

Current workflow applied to the curriculum

Indicative workflow length and progress

Current State

Date of last state change

TYPE	CODE	TITLE	VER	ORGANISATION	WORKFLOW	STATE	PROGRESS	DATE
<input checked="" type="checkbox"/>	Major	PSYC-MAJ	Psychology	003	06030 - Research Scho...	Disestablish Maj...	DRAFT	03/06/2020
<input type="checkbox"/>	Specialisation	PSYC-SPEC	Psychology	002	06030 - Research Scho...	Amend Specialis...	PUBLISHED	03/06/2020
<input type="checkbox"/>	Postgraduate Award	8950XMCHD	Doctor of Medicine...	001	09 - ANU Medical Scho...	New Program	PublishFailed	03/06/2020
<input type="checkbox"/>	Course	PSYC1004	Psychology 2	002	06030 - Research Scho...	Amend Course	PublishFailed	03/06/2020
<input type="checkbox"/>	Course	PSYC1003	Psychology 1	002	06030 - Research Scho...	Amend Course	PublishFailed	03/06/2020
<input type="checkbox"/>	Postgraduate Award	8950XMCHD	Doctor of Medicine...	001	09 - ANU Medical Scho...	New Program	PublishFailed	03/06/2020
<input type="checkbox"/>	Postgraduate Award	7601XMCPYS	Clinical Psychology	002	06030 - Research Scho...	ASQO endorse...	PUBLISHED	26/05/2020
<input type="checkbox"/>	Postgraduate Award	MPPSY	M Professional Psy...	006	06030 - Research Scho...	Amend Program	ASQO endorse...	26/05/2020
<input type="checkbox"/>	Course	MED18205	Governing Public H...	002	09 - ANU Medical Scho...	Amend Course	CEC endorse...	15/05/2020
<input type="checkbox"/>	Course	POPH8310	Applied Epidemiolo...	002	64 - Research School of...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	POPH8399	Bound Volume(S)	002	64 - Research School of...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	POPH8311	Field Placement(S)	002	64 - Research School of...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	CHMD8016	International Migra...	002	09 - ANU Medical Scho...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	MED18202	Intro to Clinical Go...	002	09 - ANU Medical Scho...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	MED18201	Qual & Soc Res for ...	002	09 - ANU Medical Scho...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	MED18116	Pub Health disaste...	002	09 - ANU Medical Scho...	Amend Course	CEC endorse...	11/05/2020
<input type="checkbox"/>	Course	MED18114	Evidence Based Dr...	002	09 - ANU Medical Scho...	Amend Course	CEC endorse...	11/05/2020

Workflows are assigned when you create NEW or AMEND existing curriculum and will be selected based on the type of curriculum, the academic organisation the curriculum is owned by and the action to be performed.

New (Class Summary, Course, Program, Major, Minor or Specialisation)

- Creates new curriculum and follows the formal governance process for approval.

Amend (Course, Program, Major, Minor, Specialisation or Honours Specialisation(Admission Requirements Only)

- Allows changes to be made to existing curriculum and depending upon the scope of changes allows approvals to be streamlined or follow formal governance processes.

Disestablish (Course, Program, Major, Minor or Specialisation)

- Allows justifications to be submitted to the governance authorities to disestablish the curriculum.

Accessing Workflow Screen

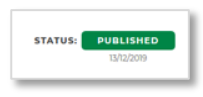
Workflow button

- Classes
- Course, Programs & MMS
- Mapping
- Publish



Within Curriculum

- Modify/View - Click on the Status area in the top right hand corner



Made a mistake?

What if I need to make more changes and I no longer have permission to edit the curriculum?

- Each workflow has the ability to return to a draft state for more editing "Pending feedback resolution". Contact your College Governance office for assistance.

What if I chose the wrong workflow?

- ASQO have access to an CMS *Override* feature and can correct workflow selection errors.

Choose workflow in wizard when creating New items or Amending

Current workflow applied to the curriculum

Indicative workflow length and progress

Current State

Date of last state change

Workflow "happy path", Changing State and Workflow History

The Workflow button supports – **Change State** shows available states that the curriculum can be transitioned to; **History** shows all previous state changes and activities for the curriculum item; and **Workflow Panel** shows available "happy path" flow for the curriculum workflow.

Override - ASQO can correct workflow mistakes (inactive for all other users)

Workflow Panel

Notifications button – add extra people to be notified on state change

Select next state from dropdown

Provide reason for change

History including comments

View graphical workflow information in a table

Apply Change

States within the workflow

Date state was changed

Blue = Current active state

Red = Alternate path