1. Management Agenda ➔ see 2nd week Management Gantt Chart

2nd week ➔ (18/10/09 to 22/10/09)  -- See Management Gantt chart

- The DQAO prepares a report on the required textbooks, references books, journals, Electronic Library, etc. for all modules.
- The DQAO updates the Learning Resources Handbook
- Each module coordinator provides the DQAO with a list of the module working group members (staff + students) and scheduled plan of the working group meetings.
- The DQAO updates the Semester Modules Handbook (Web page)

- The DQAO plans schedule of:
  - Department councils
  - Peer Reviews (5th - 6th week)
  - New staff members induction (2nd - 10th week)
  - Monitoring tasks (First Ex. 9th week, Second Ex. 14th week
and submits it to the FQAO.

- The DQAO plans schedule of:
  - Students questionnaires on the program (Graduate: 13th week)
  - Students questionnaires on modules (all students: 13th week)
  - Students meetings: administrative, staff, extra infrastructures,
  - (SAR), Student Handbook, and Course Catalogue updating/creating
and submits it to the FQAO.

- The DQAO provides the FQAO with the Graduate Projects and Training Table
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

Reminder: Correction of the old action plan + its execution. Department Web page development

2. Monitoring Agenda ➔ see 1st week monitoring Gantt Chart

1st - 3rd week  --- Precedent Semester Monitoring