1. Management Agenda → see 4th week Management Gantt Chart

4th week (1/11/09 to 5/11/09) — See Management Gantt chart

- Course catalogue finalisation
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda

4th week (1/11/09 to 5/11/09)

- Create a new version of Action Plan by merge the new action plan with old one according to the new form
- Provides the Department Council with the New Action Plan.
- The DC Studies and analyses the Action Plan and forwards it to the FQAO.