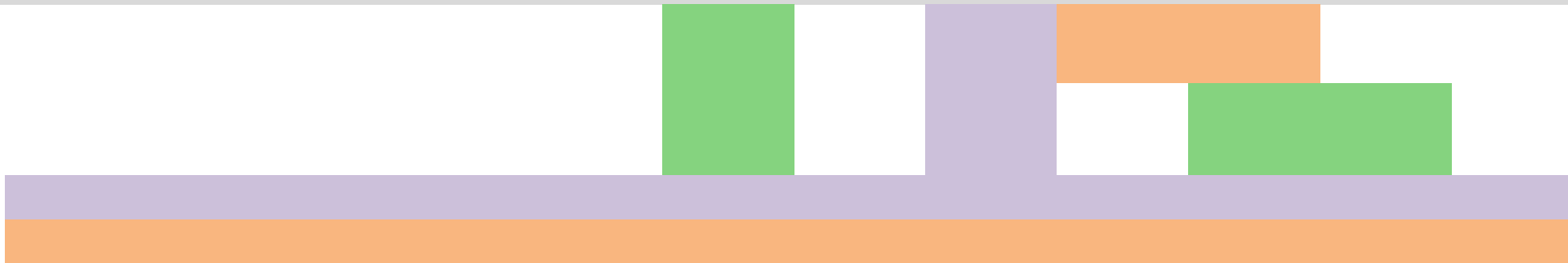


KEY: DMU DAO DMU EP/GPU DMU LT

QA Activity Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec



DAO sends reminder to partners to begin drafting handbooks for the next academic session

Partners to produce handbooks in conjunction with LTs

LTs review and approve handbooks before the start of teaching.

DAO asks LTs to confirm completion of handbooks
DAO to follow up on any outstanding handbooks

LTs forward PAE to DMU PMB (or equivalent) for consideration and endorsement

LTs submit a written annual report to DAO, EP/GPU and partner by the end of August

DAO communicates with LTs on the annual report process for the new academic year

PUBLIC INFORMATION CHECKS

EP/GPU Account Managers to check that public information is accurate

