

Course QA Battle Rhythm

Day	Time	Who	What	Action	Remarks
D-15		CD/ CI	Prepare Course Program	Lectures, Roleplayers etc	in cord with P&C COORD
D-10		T&E Admin	Prepare Course Material	Library, Student Folders	in coordination with P&C IKM
D-10		T&E Admin	Prepare Course Infra	Classroom, Syndicate Rooms,	in coord with SPT-CIS
D-10		P&C-IKM	Prepare Evaluation Folder		
D-10		P&C-IKM	Prepare Evaluation Brief		Store sheet in evaluation folder
D-7		P&C-IKM	Prepare Excel sheet for course	Add student list	Student list from P&C COORD
D-7		P&C-IKM		Add Course schedule	Course schedule from T&E admin
D-7		P&C-IKM			Store sheet in evaluation folder
D-4		CD	Introduction Brief	Give Introduction about evaluation	to instructors, syndicate coaches
D-4		P&C IKM	Survey Monkey Overall Students	Open Controller in Survey Monkey	Named as Course
D-4		P&C IKM		Prepare Email for Syndicate Computers	Store email in evaluation folder
D-4		P&C IKM	Survey Monkey Overall Coach / SME	Open Controller in Survey Monkey	Named as Course
D-4		P&C IKM		Prepare Email for Instructors Computers	Store email in evaluation folder
D		CD	Introduction Brief	Give Introduction about evaluation	to students
D+ *	Morning	CourseAdmin	Hand out Daily Student Evaluation		
D+ *	During day	Student	Fill in daily evaluation form		

Day	Time	Who	What	Action	Remarks
D+ *	End of day	CourseAdmin	Receive Daily Student Evaluation	Add numbers and remarks to sheet	
D+ *	End of day	CD	Hot wash up meeting	Add issues / actions to evaluation sheet	with CI / Syndicate Coaches
D+ *	Start of day	CD	Reflection & Start of the day	Class	
D+ *	End of Day	SME	Fill in Digitally SME / lectures	After the lecture (only selected)	
D+2 or D+7	End of day	CourseAdmin		Send Email to Syndicate Computers	
D+2 or D+7	End of day	CourseAdmin		Send Email to Instructor Computers	
D+3 or D+8	Morning	CourseAdmin	Reminder Students + Instructors	Fill in evaluation NLT Thursday 1200	
D+4 or D+9	Morning	CourseAdmin	Reminder Students + Instructors	Fill in evaluation NLT Thursday 1200	
D+4 or D+9	Before 1200	Student	Fill in Digitally Overall Student		
D+4 or D+9	Before 1200	Coach/SME	Fill in Digitally Overall Coach/Instructors		
D+4 or D+9	After 1200	P&C IKM	SurveyMonkey	Check response	Coordinate with CourseAdmin
D+4 or D+9	NLT 1400	P&C IKM	SurveyMonkey	Close Controllers	
D+4 or D+9	NLT 1500	P&C IKM	SurveyMonkey	Down load results pdf, landscape	Store in evaluation folder
D+4 or D+9	NLT 1500	P&C IKM	SurveyMonkey	Down load results excel, summary	Store in evaluation folder
D+4 or D+9	Before 1700	CourseAdmin	Prepare Briefing		Store in evaluation folder
D+5 or D+10	Before 1200	CD	Held Evaluation FIR	Add reflection to sheet	

Day	Time	Who	What	Action	Remarks
D+5 or D+10	Before 1200	CD / SI	Select students for syndicate coaches	Add to the evaluation sheets	Y/N
After 1 wk		P&C	Held Course Spt meeting		Store in evaluation folder
After 2wk		CD	Evaluation report		Store in evaluation folder
After 3 wk		QM	Check QA finished		
After 4wk		QM	Archive Course package		

D= first day of the course

CD = Course

QM = Quality Manager