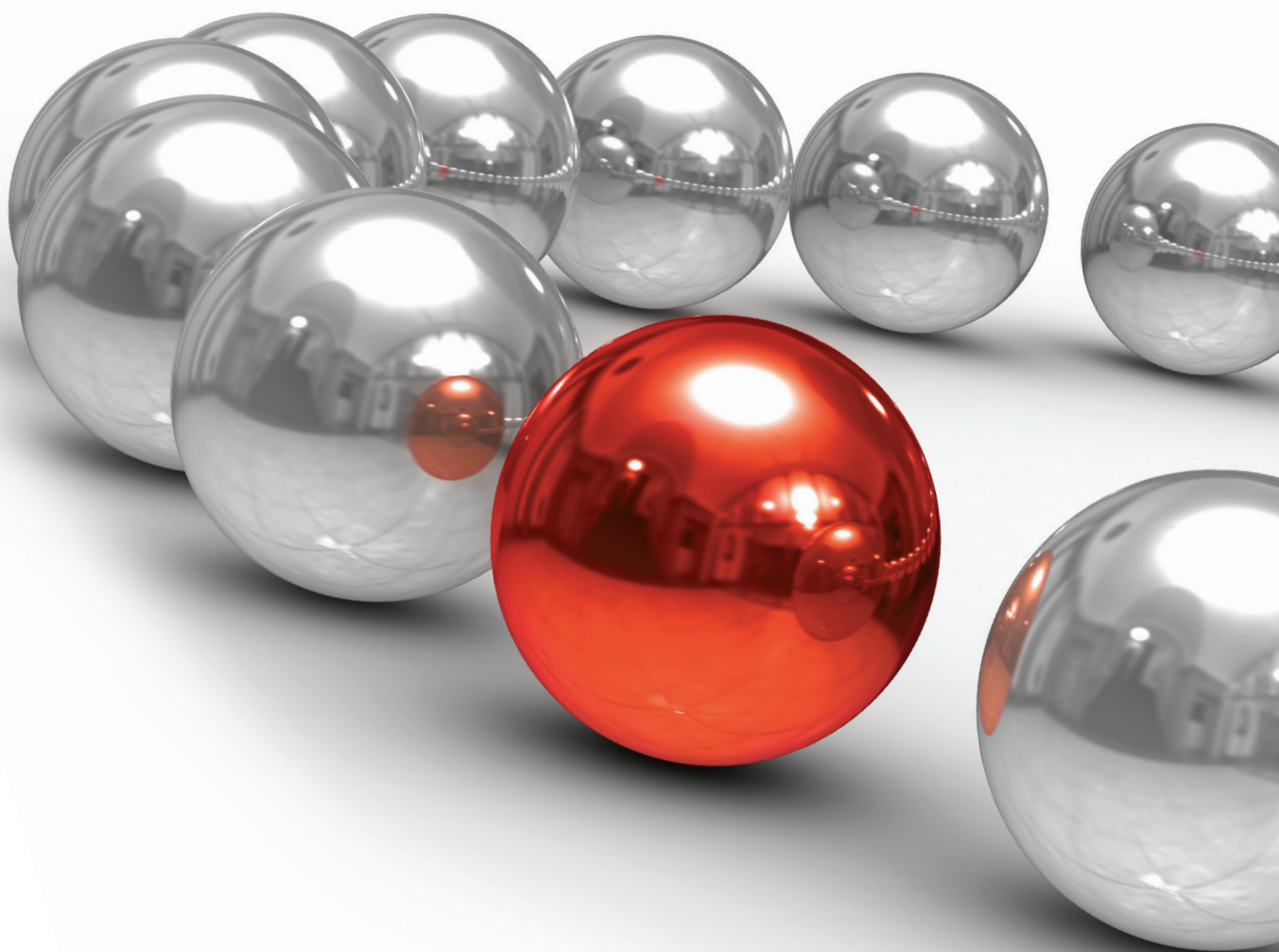


SWP

# Staff Workload Planner

Improving the utilisation of academic staff



# Utilise staff more effectively using Scientia's Staff Workload Planner software solution.

**With Higher Education (HE) and Further Education (FE) institutions continually striving to achieve more diverse, equitable, inclusive and ultimately transparent distribution of academic workloads, it is essential that they have effective solutions and experienced support available to them to assist with meeting these crucial goals.**

**Staff Workload Planner (SWP) is a unique and flexible software solution that can bring major benefits to HE and FE institutions.** It allows users to manage and model all aspects of an institution's staff workload - in particular both timetabled and non-timetabled items. Additionally, it enables users to understand how those workload demands and work-patterns will evolve over time, helping institutions to efficiently plan the future utilisation of staff and facilities. By encouraging common, institution-wide approaches to workload modelling and assignments, meaningful cross-departmental comparisons can be made. Institutions can be confident aggregated data accurately represents actual working practices.

The SWP software solution we offer is highly effective as a support tool for central administration, department managers and timetablers. As well as assisting with planning and distribution of academic workloads, SWP automatically allows for the transparency, fairness and adherence to contracts that is required by the central administration and Human Resources. By assisting with initial workload planning, SWP also allows teaching availability and allocation data to be fed by departments to timetablers earlier, making production of the timetable more efficient and less volatile. Ongoing changes to workload allocations are automatically fed into the timetable ensuring staff and students alike have an up-to-date view of up-coming teaching activities.

Coupled with Scientia's long-established, in-depth understanding of the area of academic scheduling and resource planning, SWP's rich set of features provides its users with a software solution that offers operational and strategic support in an increasingly crucial aspect of an institution's business processes.

# Benefits

## **Clarity in workload and reporting**

By enabling staff workload to be managed and reported using institution-specific workload definitions and reporting categories, staff will be provided with an accurate picture of what they actually do in their working day. In the majority of cases this will include more activities than just scheduled teaching – research, course planning, administration etc.

## **Promote universal working processes**

Encouraging common approaches to workload planning and reporting across all parts of the institution, while supporting department-specific differences, allows realistic comparisons to be made between schools or departments.

## **Plan courses and evaluate staffing**

SWP can assist institutions to plan the delivery of new or existing courses by easily identifying issues that exist in individual staff workloads and overall departmental or institutional staffing levels. With these staffing issues identified, institutions have the ability to plan ahead with a level of accuracy previously unavailable.



## **Provide up-to-date accurate reporting of data**

With regular reports and submissions to HE and FE regulatory bodies becoming a common requirement, SWP allows for the accurate preparation of the supporting staff utilisation data required. Once ready, this data can be easily exported into many manageable file formats that allow for custom reporting from packages such as SSRS, Crystal Reports or MS Excel.



## **Assessment of workload – empower your staff**

The balancing of staff workload is fundamental to the successful and fluid running of the institution – SWP can allow for the balancing of individual workloads to ensure staff time is allocated for all academic activities. These include course preparation, teaching and assessments, student mentoring, administrative tasks and research projects. This ensures that all staff are treated fairly and consistently - and that their full potential can be realised.

## **Monitor contractual and legal standards**

The SWP software assists you in complying with contractual and legal obligations to staff, making sure agreed working hours are not exceeded and workplace agreements are honoured.

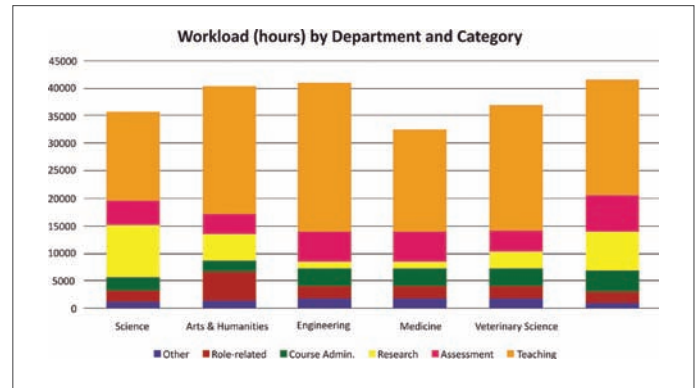


## Expert thoughts:

“MAW (Management of Academic Workload) systems can help bring greater clarity about resources that can assist with their planning and management at different organisational levels.

Beyond the main focus of MAW on achieving a more equitable distribution of workloads across academic staff, there are consequential benefits to be derived in associated areas such as health and safety, equality and costing information.”

Professor Peter Barrett and Dr. Lucinda Barrett, University of Salford, September 2009 - The Management of Academic Workloads: Improving Practice in the Sector, Final Report.



Above: Workload breakdown at a typical higher education institution



# Key features of Staff Workload Planner

## Intelligent workload management

- Usable throughout the planning and timetabling cycle from pre-timetabling staff headcount calculations, through day-to-day workload balancing and on to post-timetabling reporting and analysis.
- Institution-specific categorisation of workload types and workload items.
- Data such as staff, timetables, courses, etc is shared with other Enterprise applications, reducing data duplication and associated errors.
- Templates can be built to automatically create workload items that correspond to activities in Enterprise Timetabler; this can also include non-timetabled workload such as preparation time for lectures.
- Course or Programme of Study workloads can be based either on data in Enterprise Course Planner or data entered directly into SWP for “what-if” modelling of future course options.
- Staff workload can be defined in ways that match the tasks they actually carry out, such as timetabled activities, courses run and managed, research projects undertaken, etc. The result is a comprehensive and realistic overview of the tasks carried out by an institution’s workforce.

## User experience

- Staff allocations for timetabled activities can be changed in SWP and are instantaneously updated within Enterprise Timetabler, allowing a staff member’s total workload to be taken into account when work is allocated.

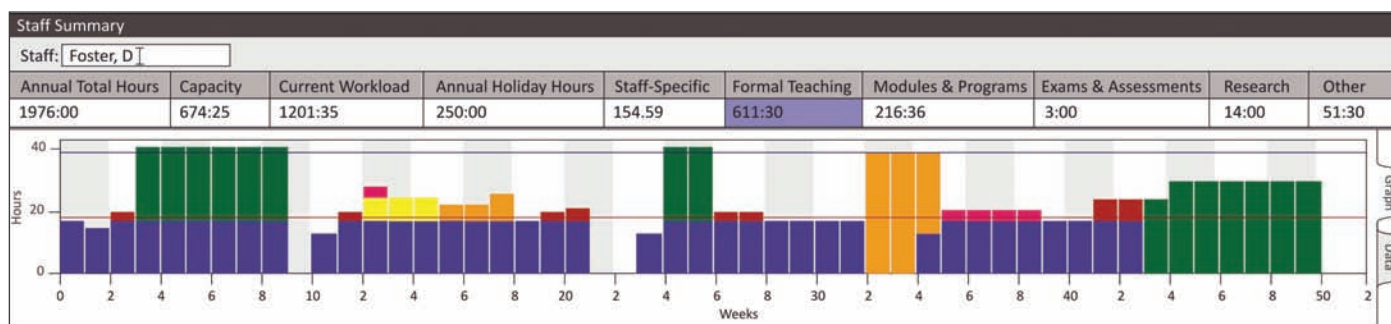
- Customisable screens and views enable data to be filtered, sorted and presented in ways that suit a variety of users.

## Data analysis and reporting

- Data collation and presentation is available through configurable reporting categories or by type of work or by staff groupings.
- Flexible reporting, combining graphical and tabular standard reports with powerful custom reporting capabilities which also provide staff-specific, departmental and institutional data views.
- Data can be exported to various systems, including Excel, to allow for further analysis and specialist reporting.
- Open and published database schema, allowing easy implementation of custom reports for an institution’s specific reporting needs.

## Integration and security

- Secure access to data is assured through a comprehensive integrated authorisation system.
- Fully supported on both Oracle and SQL Server platforms and integrated with Scientia’s Enterprise Timetabler and Enterprise Course Planner products. This minimises data duplication and ensures that staff teaching workloads can be based on the current timetable, with automatic updates as timetable changes occur over the academic year.
- Support for importing data from a variety of other systems, including Human Resources, examinations management, research management, etc.



Above: SWP on-screen histogram of a staff member’s allocated hours across a complete academic year

## Supporting you every step of the way

We believe that just having the best software solution for the job isn't enough.

We know that in order for your institution to get the best from our software solutions that you should also be able to call on our Support Services including access to:

- A dedicated help desk, manned by a team of experts, offering a prompt response and in-depth technical support.
- Technical consultants who can guide you through all phases of your implementation.
- Training consultants who provide training in all our products and who can also provide in-house bespoke training courses to meet your administrator's needs.
- Timetabling and scheduling process consultants who have a wealth of sector expertise and can offer a comprehensive analysis of your current processes and advice on how to restructure them where necessary.

## About Scientia

Over the years, Scientia has built an enviable reputation as a global market leader in the provision of resource management solutions for the Higher and Further Education sectors.

Scientia provides smart software solutions and consulting expertise to help institutions make the most efficient use of their valuable resources, including staff and space.

As part of the Scientia suite of resource management solutions, Staff Workload Planner provides users with a complementary tool that can be integrated with Scientia software and other institution systems to offer strategic and operational support.

## Contact us

For more information about Staff Workload Planner and our other smart software solutions, consulting services or to find your local office to contact us, please go to our website [www.scientia.com](http://www.scientia.com).