KEY:	DMU DAQ		DMU EP/GPU			DMU LT						
QA Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
					DAQ sends	reminder to	Partners to produce conjunction	uce handbooks in on with LTs		DAQ asks LTs to confirm completion of handbooks		
					partners to begin drafting handbooks for the next academic session			LTs review and a	oprove handbooks	DAQ to follow up on any outstanding		
							before the start of teaching. 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		DAQ 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											