

**ENGINEERING POSTGRADUATE PROSPECTUS 2009
PRELIMINARY PRODUCTION SCHEDULE**

4–22 August	Eng PG prospectus: Faculty to update CIS PG course, subject, major, sub-major and fac info data; provide any changes to the PG coursework program coordinators table (on page 3) (three weeks)
25–29 August	Eng PG prospectus: Publications GSU to edit and check CIS data, and liaise with faculty as required (one week)
1 September	Eng PG prospectus: Publications GSU to download data for prospectus
1–3 September	Eng PG prospectus: Publications GSU to produce pdf proof of prospectus (three days)
4–8 September	Eng PG prospectus: Faculty to check proof; fix errors in CASS + CIS and provide comment to Publications GSU
9 September	Eng PG prospectus: Deadline for faculty to finalise changes to prospectus (am)
10–11 September	Eng PG prospectus: Publications GSU to produce pdf final of prospectus (two-and-a-half days)
12 September	Eng PG prospectus: Faculty to review final (no data amendments allowed) (am) (half day)
12 September	Eng PG prospectus: Prospectus pdf to Printing Services (via Anthony, to organise with Printing Services) (pm)