

MPLS Planning and Budgeting Timetable Feb 2015 to July 2015

| Date      | Day       | HT/TT week | Notes/comments   | MPLS Division Plan                                  |
|-----------|-----------|------------|--|---|
| 09-Feb-15 | Monday    | 4          | Issue Jan-15 pay forecast files and research overhead files to departments for use in forecasting.                         |   |
| 10-Feb-15 | Tuesday   | 4          | <b>GL close January - Q2</b>   |   |
| 11-Feb-15 | Wednesday | 4          |  |   |
| 12-Feb-15 | Thursday  | 4          | Distribute combined Q2 and budget templates and YTD commentary templates to depts  | Departments work on Q2 forecasts and YTD commentary |
| 13-Feb-15 | Friday    | 4          | <b>Final GL close January - Q2</b>   | Departments work on Q2 forecasts and YTD commentary |
| 14-Feb-15 | Saturday  |            |  |   |
| 15-Feb-15 | Sunday    |            |  |   |
| 16-Feb-15 | Monday    | 5          |  | Departments work on Q2 forecasts and YTD commentary |
| 17-Feb-15 | Tuesday   | 5          |  | Departments work on Q2 forecasts and YTD commentary |
| 18-Feb-15 | Wednesday | 5          |  | Departments work on Q2 forecasts and YTD commentary |
| 19-Feb-15 | Thursday  | 5          |  | Departments work on Q2 forecasts and YTD commentary |
| 20-Feb-15 | Friday    | 5          |  | Departments work on Q2 forecasts and YTD commentary |
| 21-Feb-15 | Saturday  |            |  |   |
| 22-Feb-15 | Sunday    |            |  |   |
| 23-Feb-15 | Monday    | 6          |  | Departments work on Q2 forecasts and YTD commentary |
| 24-Feb-15 | Tuesday   | 6          | Deadline for departments to submit Q2 forecasts - MIDDAY   | Depts to return fcast template & comments by MIDDAY |
| 25-Feb-15 | Wednesday | 6          |  |   |
| 26-Feb-15 | Thursday  | 6          |  |   |
| 27-Feb-15 | Friday    | 6          |  | <b>Departmental review meetings (SS/JS/AE)</b>      |
| 28-Feb-15 | Saturday  |            |  |   |
| 01-Mar-15 | Sunday    |            |  |   |
| 02-Mar-15 | Monday    | 7          |  | <b>Departmental review meetings (SS/JS/AE)</b>      |
| 03-Mar-15 | Tuesday   | 7          |  | <b>Departmental review meetings (SS/JS/AE)</b>      |
| 04-Mar-15 | Wednesday | 7          |  |   |
| 05-Mar-15 | Thursday  | 7          | 12pm - Div finance to submit all templates and actual/fcast PRAC commentary to finance. Forecast uploaded to Oracle        |   |
| 06-Mar-15 | Friday    | 7          |  |   |
| 07-Mar-15 | Saturday  |            |  |   |
| 08-Mar-15 | Sunday    |            |  |   |
| 09-Mar-15 | Monday    | 8          |  |   |
| 10-Mar-15 | Tuesday   | 8          | <b>GL close February</b>   |   |
| 11-Mar-15 | Wednesday | 8          | Distribute budget pay files to departments   |   |
| 12-Mar-15 | Thursday  | 8          |  |   |
| 13-Mar-15 | Friday    | 8          |  |   |
| 14-Mar-15 | Saturday  |            |  |   |
| 15-Mar-15 | Sunday    |            |  |   |
| 16-Mar-15 | Monday    | 9          | Division distribute Budget template (with Q2 locked), research overheads for Budget & 5 year plan templates to departments | Budget template available for dept use              |
| 17-Mar-15 | Tuesday   | 9          |  | Depts work on budget and 5 year plan                |
| 18-Mar-15 | Wednesday | 9          |  | Depts work on budget and 5 year plan                |
| 19-Mar-15 | Thursday  | 9          |  | Depts work on budget and 5 year plan                |
| 20-Mar-15 | Friday    | 9          |  | Depts work on budget and 5 year plan                |
| 21-Mar-15 | Saturday  |            |  |   |
| 22-Mar-15 | Sunday    |            |  |   |
| 23-Mar-15 | Monday    |            |  | Depts work on budget and 5 year plan                |
| 24-Mar-15 | Tuesday   |            | PRAC review of Q2  | Depts work on budget and 5 year plan                |
| 25-Mar-15 | Wednesday |            |  | Depts work on budget and 5 year plan                |
| 26-Mar-15 | Thursday  |            |  | Depts work on budget and 5 year plan                |
| 27-Mar-15 | Friday    |            | Issue draft budget targets pre-JRAM movements  | Depts work on budget and 5 year plan                |
| 28-Mar-15 | Saturday  |            |  |   |
| 29-Mar-15 | Sunday    |            |  |   |
| 30-Mar-15 | Monday    |            |  | Depts work on budget and 5 year plan                |
| 31-Mar-15 | Tuesday   |            |  | Depts work on budget and 5 year plan                |
| 01-Apr-15 | Wednesday |            |  | Depts work on budget and 5 year plan                |
| 02-Apr-15 | Thursday  |            | <b>EASTER</b>  | <b>EASTER</b>                                       |
| 03-Apr-15 | Friday    |            | <b>EASTER</b>  | <b>EASTER</b>                                       |
| 04-Apr-15 | Saturday  |            |  |   |
| 05-Apr-15 | Sunday    |            |  |   |
| 06-Apr-15 | Monday    |            | <b>EASTER</b>  | <b>EASTER</b>                                       |
| 07-Apr-15 | Tuesday   |            |  | Depts work on budget and 5 year plan                |
| 08-Apr-15 | Wednesday |            |  | Depts work on budget and 5 year plan                |
| 09-Apr-15 | Thursday  |            |  | Depts work on budget and 5 year plan                |
| 10-Apr-15 | Friday    |            |  | Depts work on budget and 5 year plan                |
| 11-Apr-15 | Saturday  |            |  |   |
| 12-Apr-15 | Sunday    |            |  |   |
| 13-Apr-15 | Monday    |            |  | Depts work on budget and 5 year plan                |
| 14-Apr-15 | Tuesday   |            | <b>GL close March</b>  | Depts work on budget and 5 year plan                |
| 15-Apr-15 | Wednesday |            |  | Depts work on budget and 5 year plan                |
| 16-Apr-15 | Thursday  |            |  | Depts work on budget and 5 year plan                |
| 17-Apr-15 | Friday    |            |  | Depts work on budget and 5 year plan                |
| 18-Apr-15 | Saturday  |            |  |   |
| 19-Apr-15 | Sunday    |            |  |   |

|           |           |   |   |  |
|-----------|-----------|---|---|--|
| 20-Apr-15 | Monday    |   |   | Depts work on budget and 5 year plan           |
| 21-Apr-15 | Tuesday   |   |   | Depts work on budget and 5 year plan           |
| 22-Apr-15 | Wednesday |   | Issue JRAM and 1,2,3 figures to departments, and budget targets confirmed | Depts work on budget and 5 year plan           |
| 23-Apr-15 | Thursday  |   |   | Depts work on budget and 5 year plan           |
| 24-Apr-15 | Friday    |   |   | Depts work on budget and 5 year plan           |
| 25-Apr-15 | Saturday  |   |   |  |
| 26-Apr-15 | Sunday    |   |   |  |
| 27-Apr-15 | Monday    | 1 |   | Depts work on budget and 5 year plan           |
| 28-Apr-15 | Tuesday   | 1 |   | Depts work on budget and 5 year plan           |
| 29-Apr-15 | Wednesday | 1 | Deadline for departments to submit Budget and 5 year plan                 | Depts to submit budget template by end of day  |
| 30-Apr-15 | Thursday  | 1 |   |  |
| 01-May-15 | Friday    | 1 |   |  |
| 02-May-15 | Saturday  |   |   |  |
| 03-May-15 | Sunday    |   |   |  |
| 04-May-15 | Monday    |   | <b>PUBLIC HOL</b>   | <b>PUBLIC HOL</b>                              |
| 05-May-15 | Tuesday   | 2 |   |  |
| 06-May-15 | Wednesday | 2 |   |  |
| 07-May-15 | Thursday  | 2 |   |  |
| 08-May-15 | Friday    | 2 |   |  |
| 09-May-15 | Saturday  |   |   |  |
| 10-May-15 | Sunday    |   |   |  |
| 11-May-15 | Monday    | 3 |   |  |
| 12-May-15 | Tuesday   | 3 | <b>GL close April</b>   |  |
| 13-May-15 | Wednesday | 3 |   |  |
| 14-May-15 | Thursday  | 3 |   | Q3 forecast - plan to be finalised shortly     |
| 15-May-15 | Friday    | 3 | <b>Final GL close April - Q3</b>  | <b>Departmental review meetings (SS/JS/AE)</b> |
| 16-May-15 | Saturday  |   |   |  |
| 17-May-15 | Sunday    |   |   |  |
| 18-May-15 | Monday    | 4 |   | <b>Departmental review meetings (SS/JS/AE)</b> |
| 19-May-15 | Tuesday   | 4 |   | Q3 forecast - plan to be finalised shortly     |
| 20-May-15 | Wednesday | 4 |   | Q3 forecast - plan to be finalised shortly     |
| 21-May-15 | Thursday  | 4 |   | Q3 forecast - plan to be finalised shortly     |
| 22-May-15 | Friday    | 4 |   | Q3 forecast - plan to be finalised shortly     |
| 23-May-15 | Saturday  |   |   |  |
| 24-May-15 | Sunday    |   |   |  |
| 25-May-15 | Monday    |   | <b>PUBLIC HOL</b>   | <b>PUBLIC HOL</b>                              |
| 26-May-15 | Tuesday   | 5 |   | Q3 forecast - plan to be finalised shortly     |
| 27-May-15 | Wednesday | 5 | Divisions submit budgets to the Finance Division                          | Q3 forecast - plan to be finalised shortly     |
| 28-May-15 | Thursday  | 5 | Finance review of divisional budget until 5th June 2015                   | Q3 forecast - plan to be finalised shortly     |
| 29-May-15 | Friday    | 5 |   | Q3 forecast - plan to be finalised shortly     |
| 30-May-15 | Saturday  |   |   |  |
| 31-May-15 | Sunday    |   |   |  |
| 01-Jun-15 | Monday    | 6 |   | Q3 forecast reviews                            |
| 02-Jun-15 | Tuesday   | 6 |   | Q3 forecast reviews                            |
| 03-Jun-15 | Wednesday | 6 |   |  |
| 04-Jun-15 | Thursday  | 6 |   |  |
| 05-Jun-15 | Friday    | 6 | Divisions to submit Q3 forecast   |  |
| 06-Jun-15 | Saturday  |   |   |  |
| 07-Jun-15 | Sunday    |   |   |  |
| 08-Jun-15 | Monday    | 7 | Divisional Planning meeting with Pro-VC's this week                       |  |
| 09-Jun-15 | Tuesday   | 7 | <b>GL close May</b>   |  |
| 10-Jun-15 | Wednesday | 7 |   |  |
| 11-Jun-15 | Thursday  | 7 |   |  |
| 12-Jun-15 | Friday    | 7 |   |  |
| 13-Jun-15 | Saturday  |   |   |  |
| 14-Jun-15 | Sunday    |   |   |  |
| 15-Jun-15 | Monday    | 8 |   |  |
| 16-Jun-15 | Tuesday   | 8 |   |  |
| 17-Jun-15 | Wednesday | 8 |   |  |
| 18-Jun-15 | Thursday  | 8 | Upload budget into Oracle - Phasing amendments to follow                  |  |
| 19-Jun-15 | Friday    | 8 | PRAC deadline for papers - Budget and Q3                                  |  |
| 20-Jun-15 | Saturday  |   |   |  |
| 21-Jun-15 | Sunday    |   |   |  |
| 22-Jun-15 | Monday    | 9 |   |  |
| 23-Jun-15 | Tuesday   | 9 |   |  |
| 24-Jun-15 | Wednesday | 9 |   |  |
| 25-Jun-15 | Thursday  | 9 |   |  |
| 26-Jun-15 | Friday    | 9 |   |  |
| 27-Jun-15 | Saturday  |   |   |  |
| 28-Jun-15 | Sunday    |   |   |  |
| 29-Jun-15 | Monday    |   |   |  |
| 30-Jun-15 | Tuesday   |   | PRAC deadline for Budget approval and Q3                                  |  |
| 01-Jul-15 | Wednesday |   | Final Budget upload   |  |
| 02-Jul-15 | Thursday  |   |   |  |
| 03-Jul-15 | Friday    |   |   |  |
| 04-Jul-15 | Saturday  |   |   |  |
| 05-Jul-15 | Sunday    |   |   |  |