

Annual PRST Development Timeline

In an effort to continuously improve the **Program Review Submission Tool**, while incorporating user feedback and the needs of the College, the following PRST Update Time has been developed by LMC IT&S and the Office of P&IE, and endorsed by the Planning Committee.

Beginning of August	Updates to PRST are released for new program/unit review process.
By December	Survey instrument form is loaded in the PRST.
Mid-February	PRST is closed for planning for the next academic. (PRST is open year round for assessment.)
By Mid-March	Sr. Dean of P&IE communicates with Planning Committee (and other committees as appropriate) and changes/updates to the PRST are finalized. NOTE: Major updates require 3 months lead time for user-testing and finalization. Some major updates may require additional time, and may be released a year later.
By First week of May	All updates and specifications for next release are finalized by Sr. Dean of P&IE and Technology Systems Manager.
May through July	PRST is updated for new release.
May through February	Minor updates, user-identified bugs, cosmetic updates, additional queries etc. are communicated by Sr. Dean of P&IE to Technology Systems Manager to be addressed during the year.