



SIMITIVE TEACHING ALLOCATION MANAGEMENT SYSTEM (TAMS)

SERVICE DEFINITION DOCUMENT

G-CLOUD 15

Simitive Teaching Allocation Management System (TAMS) Service Description

Simitive's Teaching Allocation Management System (TAMS) service offers a platform to streamline the planning, distribution and oversight of teaching and timebound responsibilities across academic departments. It replaces manual spreadsheets and fragmented processes with a structured, data-driven workflow that supports fairness, transparency and strategic decision making.

The Simitive approach ensures successful deployment of the TAMS solution through proven methodologies encompassing, data discovery, implementation, deployment and support services. The Account Management and Client Success teams work with you to develop insights to support informed decision-making and organisational resilience.



TAMS Benefits

- ✓ Promotes equitable, transparent and consistent approach to workload distribution.
- ✓ Reduces administrative burden and manual errors.
- ✓ Provides a consolidated data set for core university processes.
- ✓ Improves strategic resource planning and responsiveness to change.
- ✓ Visualisation of workloads across time-bound activities.
- ✓ Tolerance reporting in line with academic contracts.
- ✓ Scenario planning for workload demand prediction and staff availability.
- ✓ Support for interdisciplinary and cross departmental initiatives.
- ✓ Role-based access controls based on organisational hierarchy.



TAMS Service Features

- ✓ Workload planning including staff availability for time-bound activities.
- ✓ Identify short- and long-term staffing gaps across the organisation based on expertise and availability.
- ✓ Real-time visibility of resource constraints.
- ✓ Trend analysis and comparison of delivery models.
- ✓ Utilising modern technology to gain key data insights.

The Simitive Approach

Simitive has a proven track record in successfully implementing teaching allocation management solutions demonstrating our industry experience and expertise.

Teaching loads can easily become uneven when allocations are handled through spreadsheets, memory or informal conversations. Simitive TAMS replaces multiple spreadsheets with a centralised platform that provides transparent and real-time workload visibility.

Simitive TAMS enhances security through role-based access controls and eliminates version control issues ensuring module leaders have access to real-time data.

The built-in tolerance reporting highlights over and under-utilisation ensuring fair contract aligned workloads, resulting in robust data sets to support multiple university processes.



Our proven approach consists of 5 workstreams:

- 01 Data Discovery
- 02 Configuration of Activities and Data Sets.
- 03 User Acceptance Testing.
- 04 Sign Off, Training and Deployment
- 05 Support Services

This proven methodology enables a holistic understanding of current and future workload demands by:

- ✓ Creating one consolidated view of activity and timebound workload commitments.
- ✓ Enabling scenario planning and what if analysis.
- ✓ Providing insights into utilisation rates and gap analysis.

Data Discovery & Model Specification

Understanding your data is crucial to support your objectives effectively. The Simitive team help identify sources, validate quality and readiness for import into Simitive TAMS. During the implementation plan, we will:

- Work with you to investigate data availability owners and sources through workshops and outreach.
- Send data templates to collect the agreed data sets.
- Review the data quality and work with you to resolve any issues.



Configuration of Activities and Data Sets

Simitive implementation experts will configure Simitive TAMS. During the implementation phase we will:

- Brief senior leaders on TAMS concepts and the value that can be derived from the product.
- Create activities and staff data with agreed tariffs and allowances. Any agreed custom data sets including financial, and EDI will be imported.
- Set-up roles and permissions to ensure data integrity.
- Test the functionality with a core group of users and implement required changes.
- Conduct role specific training sessions on functionality and how to interpret analytics.
- System handover for end-user deployment
- Transition to account management, client success, and support teams for BAU

