

## Short Course Retroplanning (FCO)

	Process	Retroplanning	Date
1.	Preliminary discussions about the development of a new short course (FCO) in continuing education	D - X	
2.	<p>New course design proposal by the Program Director in collaboration with the FCUE including the following elements:</p> <ul style="list-style-type: none"> <li>• Planning a Continuing Education Course: Key Questions</li> <li>• Estimated budget</li> <li>• Retroplanning</li> <li>• Endorsement from the Faculty/Faculties involved (UNIL or EPFL)</li> </ul> <p><i>The FCUE provides the required documents and supports the Program Director.</i></p>	D - 9 - 12 months	
3.	<p>Development and validation of the following elements:</p> <ul style="list-style-type: none"> <li>• Program</li> <li>• Budget and self-financing threshold</li> <li>• Flyer</li> <li>• Communication plan</li> </ul>	D -7 months	
4.	Promotion launch, registrations open (according to the FCUE promotional calendar)	D -6 months	
5.	Registrations close, potential candidates selected and final decision on launch of the course is made (if the min. number of participants for self-financing is reached, the course can launch)	D - ca. 2 months	
6.	Start of the course	D Day	
7.	End of the course	End of course + 3 months	