Departmental work plan

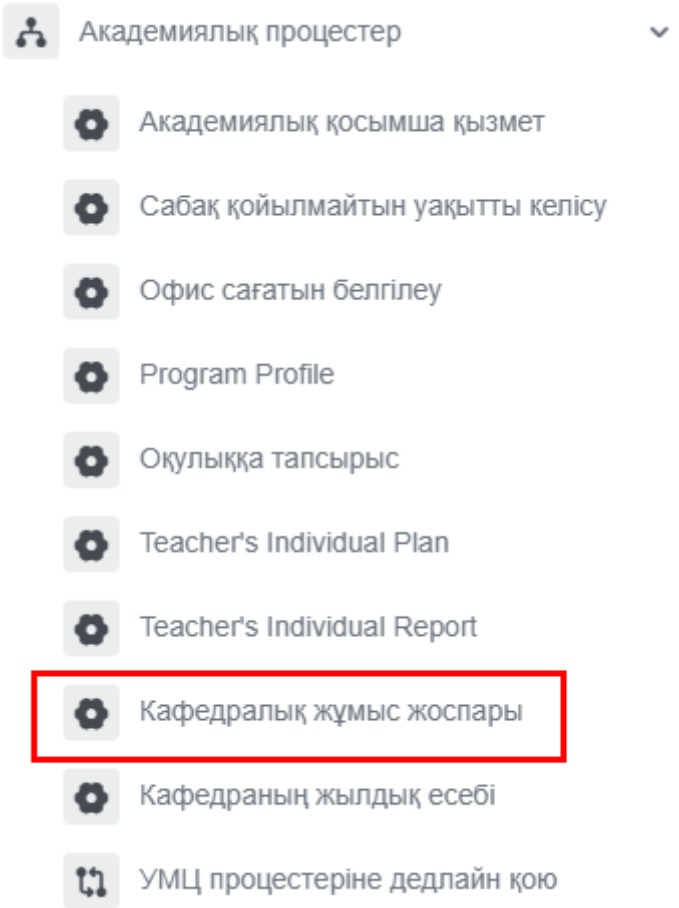
Process purpose and use cases

This process is used to create and approve the department’s work plan for the academic year. It is applied in the following cases:

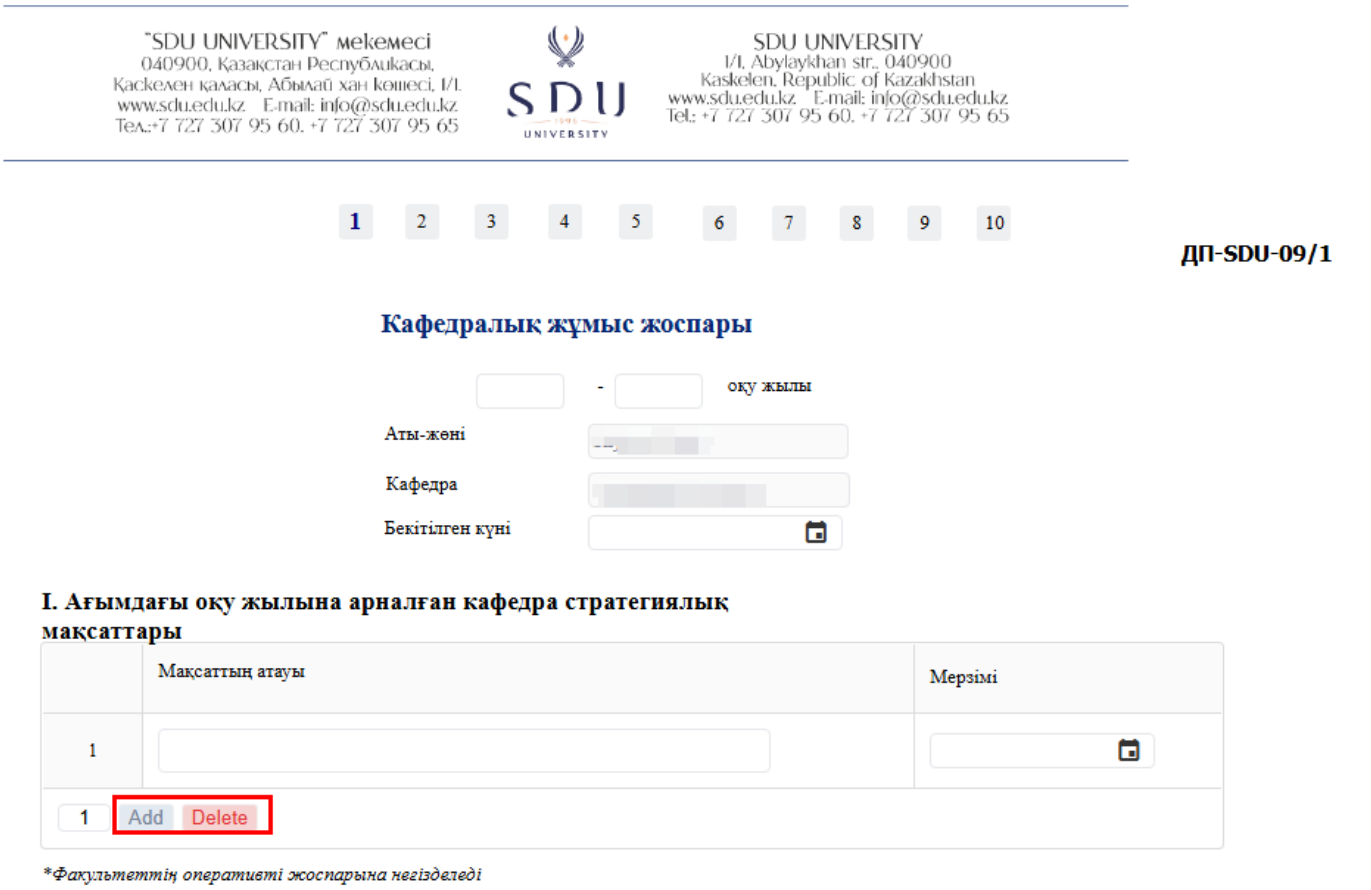
- Approving the department’s annual plan
- Defining plans for teaching, research, methodological, and educational activities
- Determining the department’s work directions in line with the university’s strategic goals

How can I initiate the Departmental work plan process in the BPM system?

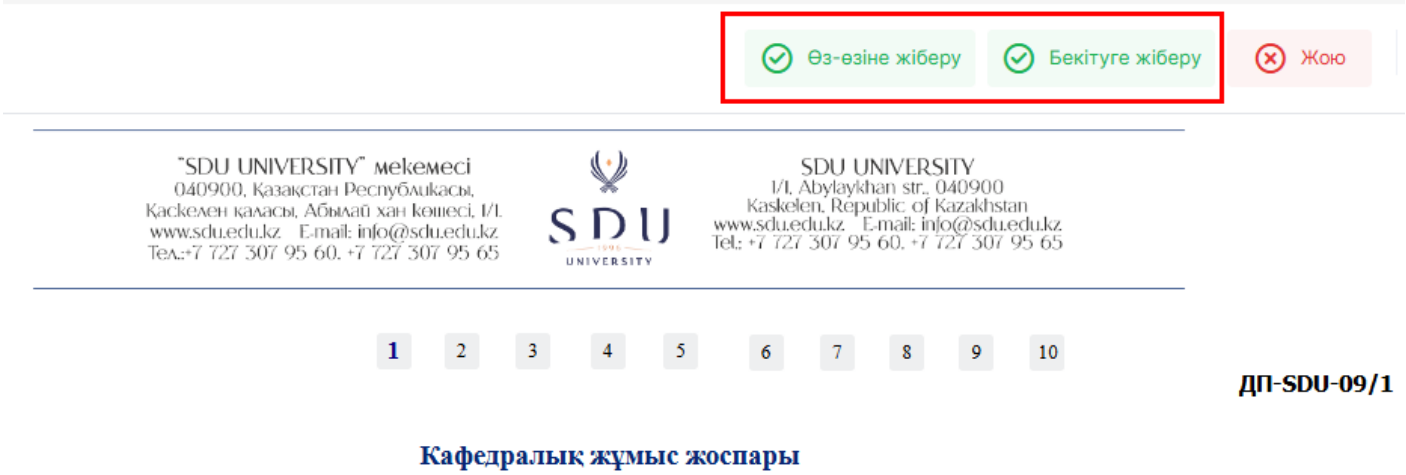
1. Go to bpm.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Academic processes → Кафедралық жұмыс жоспары / Departmental work plan** process**.**



2. The columns in the table must be filled in according to the department’s plan for the academic year. If necessary, new columns can be added or unnecessary ones can be removed.

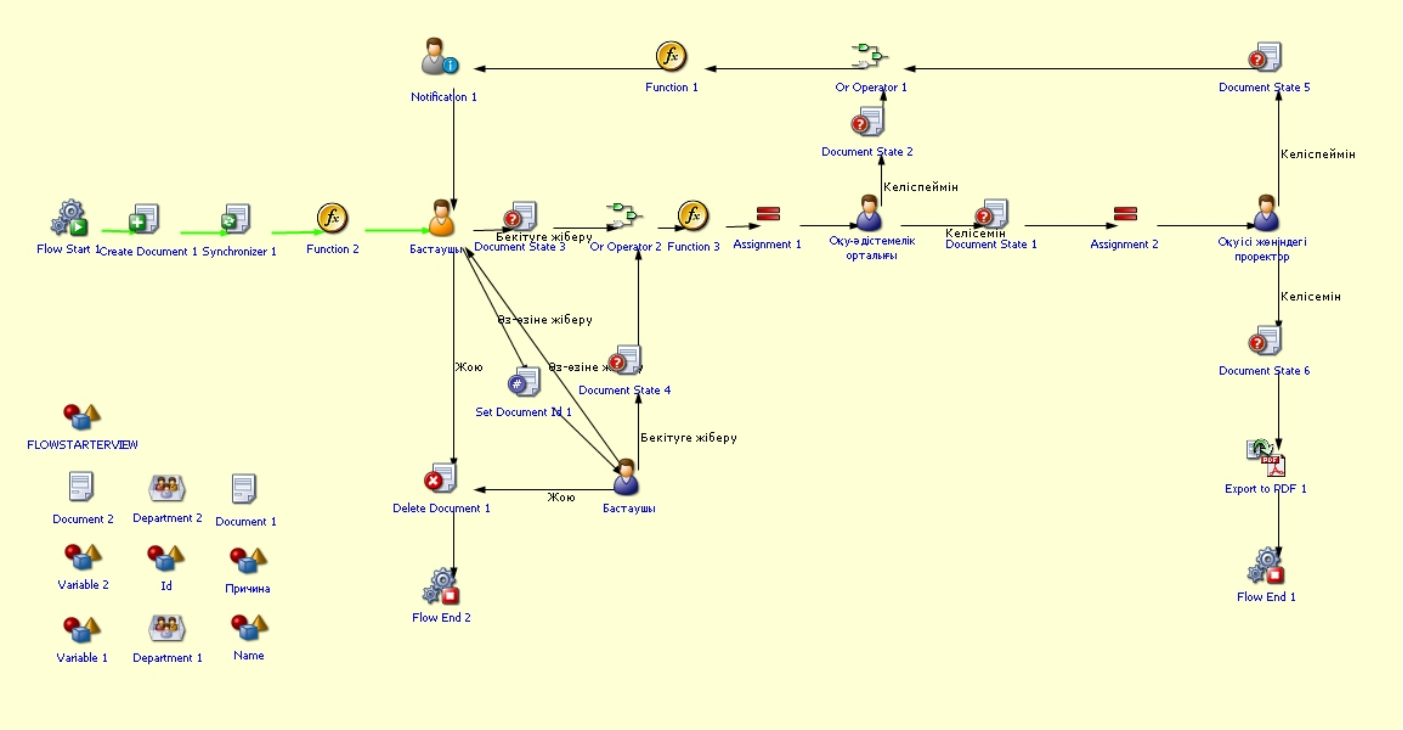


3. After entering the required information, you can use the “Submit” button to choose whether to send it to yourself or to the Head of the Department. You can also leave your comments related to the academic process.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

Revision #5
Created 2025-03-05 10:28:36 UTC by Shynar Toktar
Updated 2026-01-16 10:54:10 UTC by Shynar Toktar