

Curtin University of Technology					
Department of Mechanical Engineering					
Industry Advisory Committee					
Operational Plan					
Item	Objective	Portfolio Manager	Item	Task	Task Manager
1	To assist the Department in developing 'best practice'		1.1	Define 'best practice' criteria [for teaching; learning; research]	
			1.2	Review the composition of the Department	
			1.3	Assist with the future development of Department activities	
			1.4	Encourage potential participants [undergraduates; academics; industry] to engage with Department activities	
2	To be a sounding-board for input and feedback in respect to changing industry needs and development		2.1	Identify industry trends	
			2.2	Identify IAC participants from industry to reflect trends	
			2.3	"Advertise" Department research projects and capabilities	
			2.4	Identify required laboratory activities within courses	
3	To be a conduit between the customer [Industry] and the supplier [Curtin University of Technology]		3.1	Obtain employer feedback on graduate skills and attributes	
			3.2	Review graduate skills and attributes	
			3.3	Inform undergraduates in respect to [local and world-wide] career opportunities; vacation employment; and opportunities for projects	
4	To advise the Department in respect to course structure and relevance of activities		4.1	Review the structure, content and delivery of the courses	
			4.2	Initiate new courses	
5	To facilitate the engagement of industry personnel into course programs		5.1	Identify "sessional" industry based staff and/or retired Engineers for participation in courses	
			5.2	Obtain access to specialised facilities available within industry	
			5.3	Identify reviewers for funding submissions developed by the Department	
6	To provide guidance on mechanical and mechatronic engineering research relevant to local industry		6.1	Communicate research programs; and product development to industry	
			6.2	Identify research programs; and product development needs of industry	
7	To promote awareness of constraints within academia to industry		7.1	Develop networking and liaison with industry	
			7.2	Identify opportunities for industry-academia exchange programs	