Managing Multi-person Collaborations

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| Components |  | What? | When? | Who? | Resources? |
| Administration | * Planning * Seeking funding (grants, donations, etc.) * Ensuring compliance * Spending * Accounting * Personnel Mgmt * Reporting |  |  |  |  |
| Coordination | * Scheduling * Senior management * Project team * All hands * Advisory groups |  |  |  |  |
| Communication | * Internal * External |  |  |  |  |
| Events | * Speaker series * Reading group * Symposium * Conference * Workshop * Summer institute * Paper clinic |  |  |  |  |
| Projects | * Research * Teaching * Outreach/ engagement |  |  |  |  |
| Staffing | * Director * Assistant directors * Project/lab manager * Affiliated faculty * Staff * GAs * Volunteers |  |  |  |  |
| Timing | * Weekly * Monthly * Quarterly * Annually |  |  |  |  |
| Infrastructure | * Space * Equipment * IT (website, servers, software, datasets, etc.) |  |  |  |  |

Each project, event or action:

* Has a set of people associated with it, one of whom bears primary responsibility;
* Is scheduled to happen at a particular time;
* Is associated with resources (funds, labor) to make it happen