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