

Lab Management 1: Discussion Summary

How do you keep your laboratory up and running? Focused on both private and institutional firms. In terms of modeling is equally applicable across both.

Upper-level categories: First the temporal, time based, production based kinds of issues.

Resource allocation/infrastructure issues. The resources that you need to do what you are charged to do.

- Facilities
- Environmental
- Safety
- Risk management
- Security
- Equipment
- Staff
 - Salaries
 - Insurance

Temporal or production based:

- Clients (private, galleries, curators, etc.)
- Objects (in and out studios)
- Supplies (as opposed to equipment, you go through these)
- Collaborators and consultants
- Contractors

Constantly thinking about outreach (advertising for private, p.r., marketing, for funders and donors).

Start doing stuff, engaging to server a purpose

You have to prioritize

- Requests
- Orders
- Jobs

You have to allocate:

- Staff
- Resources

You have to work:

You have to do all the tasks: inventory and registration, accounting (time, financial, etc), logistics, basic project management stuff, treatments, survey.

What are the documents that are generated:

- Equipment
- Warranties
- Service personnel
- Updates
- Maintenance
- Invoices
- Receipts

Nouns

Institutional / solo practitioner – **significant difference? Probably not**

Temporal attributes - lists

- Clients (owners)
- Collaborators
- Objects
- Operational budgets / cash flow / capital
- Supplies
 - Ordering, inventory, and tracking

Infrastructure attributes

- HR matters – external HR systems
- Staff
- Contractors
- Interns etc.

Facilities – external systems to be implemented and or monitored

- Physical Plant
- Safety
- Security
- Environment
- Risk management
- Equipment

Records

- See below

Outreach activities

- ??

Verbs

Work (to be done)

- Requests / work orders (triggers) – emails, electronic forms
- Prioritization
 - Lists and worksheets – spreadsheets?
- Resource allocation
 - Human – plenty of HR records outside
 - Financial – external systems
 - Equipment – paper invoices, shipping receipts; can be digitized if desired
 - Etc.

- Logistics; project management
 - Spreadsheets, gaant charts
 - Inventory, space allocation

Object tracking – Registration – collections management systems

- Logging objects into system
- Location tracking
- Release custody
- Movement

Accounting

- Time spent
 - Time tracking
- Invoicing, etc.
 - Financial systems

Outriggers questions – not well dealt with

- How to document
 - Equipment
 - Warranties
 - Invoices