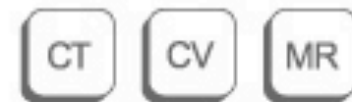


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Electronic Lab Notebooks



Agenda

Project Communication & Planning

- ▣ Group
- ▣ Client
- ▣ Faculty

Group Communication

- ❑ Basecamp project site is our primary document repository
- ❑ Basecamp also provides a simple calendar and collaboration “writeboard”
- ❑ Created email distribution list for group
 - Replaced doing messages through Basecamp

Group Planning

- Project Plan is MS Excel document owned by our Project Manager
 - Originally used Basecamp “To Do” functionality but found items too hard to organize and track
 - As the project grew quickly in past 3-4 weeks, we found it difficult to plan and track our work
 - Plan to revise Project Plan after Spring Break as we head into Generative Phase
- Bi-weekly regular team meetings

Client Communication

- ❑ Client team has been included as participants for Basecamp site
- ❑ Email has been effective for getting *some* answers between meetings
- ❑ Peter has access to personal calendars for finding availability and scheduling meetings
 - Causes double-work when coordinating between client and team
- ❑ Using WebEx to exchange and discuss docs via conference call

Client Challenges

- Both project sponsors are currently working together on a major R&D project
 - Had to travel internationally for 1.5 weeks, missed regular meetings
 - Causing us to look further out to schedule essential sessions
- Beginning to work with ELN team for sister company (Berlex)
 - Located in Richmond, CA
 - Determining how to best work together

Faculty Communication

- ▣ Weekly meetings are done via conference call
 - Coordinating phone has been tough
- ▣ Using WebEx to share and discuss documentation
- ▣ Looking for opportunities to use faculty expertise with our clients