



Planning and Assigning a Workflow Timeline

Daniel Wong, Ph.D.
Director of Graduate
Student Recruitment
and Retention

Review from Workshops 1&2

- Overview of the mentoring process
- Discussion of mentoring philosophy
- Discussion of why to be a mentor
- Developing strategies for the first interaction(s)
- Working to set a tone for the relationship

Goals for the Workshop

- Provide strategy for planning a workflow timeline
- Identifying how to both “enforce” a timeline and how (and when) to be flexible
- Troubleshooting potential problems
- Discussing how to maintain structure while motivating your mentee

Workflow Outline Activity

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- Using the provided Post-it notes, diagram your last major research project
 - Identify all the relevant steps of the research process
 - Use parallel notes for repeated steps
 - Use breakout sections when appropriate

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- Roughly arrange the steps in chronological order
- Use lines to connect the steps for a rough workflow outline

Pros and Cons to Planning a Workflow Timeline: Pros

Can give structure to a messy process

Can encourage accountability and transparency

Can help to organize the relationship

Can encourage productivity as it tracks progress

Can help to identify areas of improvement

Pros and Cons to Planning a Workflow Timeline: Cons

Can be time consuming

Sets expectations that can lead to disappointment

Can be inflexible

Presents a challenge in navigating/organizing the uneven research process


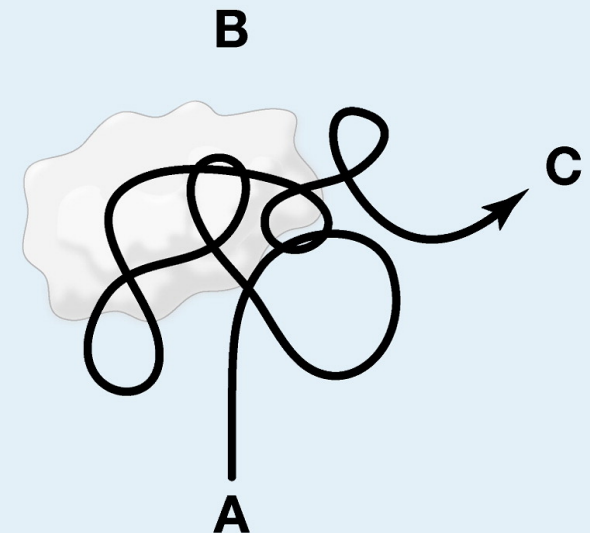
from “How To Choose a Good Scientific
Problem”

Uri Alon

Molecular Cell

Volume 35, Issue 6, Pages 726-728 (September 2009)

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The objective schema can lead to frustration when the project goes off track	The nurturing schema gives support and opens new directions
 A vertical line with an upward-pointing arrow. The letter 'A' is at the bottom and 'B' is at the top.	 A vertical line labeled 'A' at the bottom that enters a light-colored, irregularly shaped cloud. From the cloud, a thick, black, tangled line loops and swirls before ending in an arrow pointing to the letter 'C'. The letter 'B' is positioned above the cloud.

Workflow Outline to Workflow Plan

- Go back to outline and note tricky spots
 - Note ambiguous steps, if any
 - Construct mini-workflow for such sections
- Convert your outline to a schedule
 - Don't worry if rough
 - Best estimate, but based on your experience
- Break up tasks by date
- Use 10 weeks at 5-6 hours per week as template

Share and Discuss

- Challenges? Suggestions?



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