Abstract

The activities of the Statistical Consulting Center (SCC) include projects in research and operations. Most of these projects involve teams of people who must coordinate their activities. Our teams often consist of faculty, staff, graduate and undergraduate students from more than one discipline. Projects often last for several years and so the information associated with the projects must be transferred from one team to another. The most satisfying project involvement is carried out in a spirit of mutual respect for the contributions of all team members. We hope that this document will improve communication between team members about agreements and deadlines, and thus improve the environment for carrying out a project.

The purpose of this document is to describe policy and conventions for managing a Consulting Center project. The goals of these policies and conventions are:

● improve organization
● prevent loss of information
● document decisions and activities
● ensure the appropriate use of information from SCC projects