

Bioinformatics Core Best Practices

How to set priorities for
the core



Who Am I?

- Director of Research Informatics Core
 - 9 Developers
 - 7 Data Analysts
 - 3 Administrators (Linux, Windows, Database)
- 17 Years of Biology Research experience
 - 5 Years at the bench
 - 12 Years in Bioinformatics

Projects – understand your users

- What kind of projects are your users asking for
 - Large – needing multiple software developers
 - LIMS
 - Pipeline development
 - Web Application/Database
 - Medium – needing 1 developer or data analyst
 - Software for new statistical method
 - Website
 - GWAS or next gen sequencing data analysis
 - Small – need part of FTE
 - Pilot data analysis
 - Installation of shared tools
 - Software/hardware maintenance



How to prioritize projects

- Based on size of project?
 - Misses the opportunity to create new customers
- Based on money? \$, €, kr
 - Misses pilot projects which could become large grants
- Based on merit?
 - Take projects which allow your core to grow in new directions
 - What can do the most good for the institutional community.

How to prioritize hiring

- When to hire new staff?
 - Have enough work ready for 50% effort from new hire
 - New technology that your core has no experience with.
 - New areas of support
- Consultants/Temps/Part Time?
 - Should only be used for small projects or small parts of larger projects
 - Should only use when you cannot find staff with technical knowledge

How to prioritize time

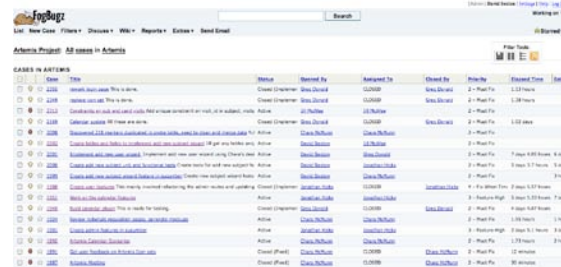


- Understand the investigator may not be ready when they first talk to you
 - Get a timeframe and plan to have staff ready
- Project overlap
 - Finish one before starting another
- Take time to plan
 - Plan a project before starting

Manage projects, don't let them manage you

- Use project management tools

- Fogbugz
- Basecamp
- Trac



ID	Issue	Assignee	Created By	Assigned To	Status	Priority	Created Date	Updated
1001	Issue 1001: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1002	Issue 1002: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1003	Issue 1003: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1004	Issue 1004: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1005	Issue 1005: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1006	Issue 1006: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1007	Issue 1007: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1008	Issue 1008: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1009	Issue 1009: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01
1010	Issue 1010: This is a test	Open	Open	Open	Open	Low	2010-01-01	2010-01-01



Artemis stands for Analysis Research Tool & Epidemiological Management Information System. Artemis is the Greek god of the hunt. This will be the project site for the replacement system for Pedigree and CHMap. We will add progress reports as we proceed.

Project overview & activity

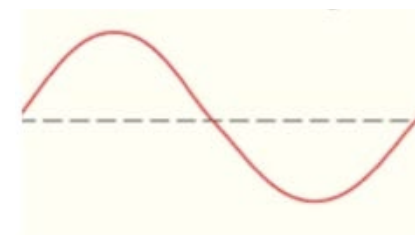
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- Recognize slow times

- Project work is periodic
- Have work that can slot into slow times



Manage expectations

- Be transparent
 - Make sure investigators know you are not playing favorites
 - Show them your projects
- Be honest
 - Don't tell them what you think they want to hear
 - Give them realistic estimates
- Turn down work

Seek out help

- Talk to other core managers
- Don't be afraid to use someone else's idea
- Diversify your userbase
- Reward your team
- Educate your users