Department of Civil Engineering at Queen's University
Grad Student Project/Job Management

Grad Student Responsibilities

Grad students are the Project Managers for their research projects and should:

- Communicate the details of the project/job to all who will be working on it
- Supply all information on time and in a clear format (e.g. sketches, account codes schedules)
- Ask for estimates from techs and specific completion dates for the work
- Stay in touch with techs; face-to-face or by email
- Determine your priority and place in the queue
- Arrange progress or planning meetings, if necessary
- See Graeme if work is not progressing to your satisfaction or if you disagree with a priority given.

Guideline for Setting Priorities

- **Priority 1** - Jobs related to facilitating undergraduate course work
- **Priority 2** - Jobs for projects in the testing phase which must be done to enable testing to continue, if stopped; critical maintenance or repairs
- **Priority 3** - Jobs for projects in the fabrication stage which are scheduled or jobs that would take less than a 1/2 hour (first-come-first-serve)
- **Priority 4** - Jobs similar to Priority 3 but not required immediately or for projects in the planning and design stage
- **Priority 5** - Non-critical maintenance or repairs

Note: Priorities are fluid and often change scheduled completion dates.

General Guideline for Work Flow

1. Student schedules a meeting with Tech or emails a job request or meets with Tech during the 'drop-in hour';
2. Student gives Tech a work description, time estimate and a proposed schedule date for completion of job;
3. Tech gives time estimate for the job (eg. 1/2 hr, 1 hr, greater than 2 hr) and a tentative completion date in writing or by email to the student;
4. Student authorizes the work in writing or by email;
5. Tech sets priority once work is authorized; queues the job; and, schedules a completion date (in writing or by email);
6. Student/Tech follows up on progress if necessary.

Note: 1) Small jobs may be communicated verbally.
2) Delivery of parts, equipment and supplies will affect completion dates.

For normal work flow the expected action is the following:

- o 1/2 hour jobs should be fitted in within 2 days or done during the 'drop-in hour'
- o Jobs greater than 1/2 hour but less than 2 hours should normally be done within 1 week
- o Jobs greater than 2 hours but less than 4 hours should normally be done in 1 to 2 weeks
- o Jobs greater than 4 hours may require a meeting with student and tech(s) and supervisor and Graeme (if necessary) to determine appropriate time-line.