

# Crucible

## Process and time map for administrators

The overall map for the Crucible Lab programme is outlined below. The key parts that the administrator plays are highlighted in bold and green in the activity section of the table. They highlight core roles for the administrator:

Timing	Activity
6-9 months prior to 1 <sup>st</sup> Crucible Lab	Funding to run Crucible and agree how many Labs the programme will comprise.
6 months prior to 1 <sup>st</sup> Crucible Lab	Crucible management team established with representatives of each institution participating and suitable administration help.
4-6 months prior to 1 <sup>st</sup> Crucible Lab	Programme leader to identify and book accommodation for each of the Labs.
4-6 months prior to 1 <sup>st</sup> Crucible Lab	Develop website, application form and marketing material.
4-6 months prior to 1 <sup>st</sup> Crucible Lab	Programme Leader agree programme between institutions and in consultation with NESTA.
4 months prior to 1 <sup>st</sup> Crucible Lab	Launch date of Crucible and call for applications. <b>Start of administrator role – receiving and logging applications as they are received.</b>
3-4 months prior to 1 <sup>st</sup> Crucible Lab	Start to recruit facilitators, guest speakers and visitors for 1 <sup>st</sup> Lab (and beyond if appropriate). <b>Administrators start to fill in the programme details and request biographies and accommodation requirements from facilitators, guest speakers and visitors.</b>
3-4 months prior to 1 <sup>st</sup> Crucible Lab	Programme leader recruits selection panel members. <b>Administrators start to communicate with panel members with initial letter and details of the panel meeting.</b>
2 months prior to 1 <sup>st</sup> Crucible Lab	Close of applications for Crucible.
6-7 weeks prior to 1 <sup>st</sup> Crucible Lab	Selection panel members receive copies of applications. <b>Administrator to provide support around printing, copying and posting of application forms to panel.</b>
5-6 weeks prior to 1 <sup>st</sup> Crucible Lab	Selection panel meets and selects Crucible participants. <b>Administrator to set up meeting and provide support (including recording of outcomes) on the day.</b>
3-4 weeks prior to 1 <sup>st</sup> Crucible Lab	Communicate decision to applicants. <b>Administrator responsible for managing the communication process to applicants.</b>
1-4 weeks prior to 1 <sup>st</sup> Crucible Lab	Confirmation of participants, administration relating to 1 <sup>st</sup> Lab and confirmation of all facilitators, speakers and guests and continued liaison with the venue regarding details. <b>Administrator to manage, log and track receipt of contracts, dispatch of joining instructions and to liaise with the venue regarding the 1<sup>st</sup> Lab.</b>

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1 <sup>st</sup> Crucible Lab	Delivered. <b>Administrator providing on-hand support to programme leader and facilitators during delivery of Lab; preparation of packs and badges.</b>
1 week after 1 <sup>st</sup> Crucible Lab	Feedback report collated and delivered. <b>Administrator to ensure all data collected from participants and prepare evaluation report from raw data.</b> <b>Administrator to manage payment of expenses relating to 1<sup>st</sup> Crucible Lab.</b>
3-6 weeks after 1 <sup>st</sup> Crucible Lab	Programme and speakers documents and joining instructions for Lab 2 sent out to participants, facilitators and guest speakers. <b>Administrator to manage receipt of contracts, biographies and details of requirements from facilitators and visitors, dispatch of joining instructions and to liaise with the venue regarding the 2<sup>nd</sup> Lab.</b>
5-8 weeks after 1 <sup>st</sup> Crucible Lab	Delivery of second Crucible Lab. <b>Administrator providing on-hand support to programme leader and facilitators during delivery of Lab; preparation of packs and badges.</b>
1 week after 2 <sup>nd</sup> Crucible Lab	Feedback report collated and delivered. <b>Administrator to ensure all data collected from participants and prepare evaluation report from raw data.</b> <b>Administrator to manage payment of expenses relating to 2<sup>nd</sup> Crucible Lab.</b>
3-6 weeks after 2 <sup>nd</sup> Crucible Lab	Programme and speakers documents and joining instructions for Lab 3 sent out to participants, facilitators and guest speakers. (Programme Leader will invite guest speakers). <b>Administrator to manage receipt of biographies and details of requirements from facilitators and visitors, dispatch of joining instructions and to liaise with the venue regarding the 2<sup>nd</sup> Lab.</b>
5-8 weeks after 2 <sup>nd</sup> Crucible Lab	Delivery of third Crucible Lab <b>Administrator providing on-hand support to programme leader and facilitators during delivery of Lab; preparation of packs and badges.</b>
1 week after 3 <sup>rd</sup> Crucible Lab	Feedback report collated and delivered. <b>Administrator to ensure all data collected from participants and prepare evaluation report from raw data.</b> <b>Administrator to manage payment of expenses relating to 3<sup>rd</sup> Crucible Lab.</b>
3-4 weeks after 3 <sup>rd</sup> Crucible Lab	Deadline set for receipt of collaborative proposals. <b>Administrator to provide support to programme leader as required.</b>
[XXXX] after Crucible Lab	Decisions made and communicated regarding collaborative proposals.