

ATBI – Bottleneck questionnaire

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**THIS QUESTIONNAIRE WAS FILLED OUT ACCORDING TO ONE MONTH
 (approximately 21 person days)**

Question	Answer	Effort/Pers on day (0.1-∞)	Lead-time Demand/ Person day (0.1-∞)
1. Inventory Management	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	8.4	
1.1.Determining of Groups, Localities and Methods	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.1	
1.2.Fundraising	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	01.6	
1.3.Calculating travel expenses	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
1.4.Obtaining permission for collection by groups	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	4.2	
1.5.Testing collecting methods	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.4	
1.6.Setting up research team	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	0.4	
1.7. Managing the travel	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
1.7.1. Sub-activities of Managing the travel	Optimising institutional facilities (car, equipment, etc.)	
	Organizing packing and transportation of collecting equipments	
	Renting a car / canoe	
	Booking accommodation	
	Procuring maps, information about the localities	
	
1.8.Optimising collecting activity by financial and human background	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.8	
1.9.Managing the transportation of collected materials	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
1.10. Informing the public	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.8	

2. Field Work	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	2.1	
2.1.Describing and Identifying the locality using standardized methods	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	
2.1.1. Sub-activities of Describing and Identifying the locality using standardized methods	Acquisition of GIS data / Georeferencing	0.1 	
2.2.Setting up collecting equipments	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.1	
2.3.Collecting of specimens (depends on collecting methods)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.5	
2.4.Repeating based on protocol	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	
2.5.Examining the samples	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.5	
2.6.Releasing the specimens	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	
2.7.Preparing preliminary the samples	X Narcotising, Cleaning X Sorting X Pre-labelling	0.1 0.2 0.2	
2.8.Ending collection activity	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	
2.8.1. Sub-activities of Ending collection activity	X Cleaning or eradicating and packing the collecting equipments X Archiving collecting data	0.1 0.7	
3. Lab Work	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	2.1	
3.1.Steps of Labour Work	1. Sorting 2. Labelling 3. Sending to specialist 4. Identifying 5. Putting specimens into collection 6. Providing the storage of voucher specimens	0.7 0.2 0.2 1 0.1 0.1	

4.Reporting	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	8.4	
4.1.Sub-activities of Reporting	X Taking analogue or digital photos X Writing reports, checklist, when a task has been finished X Putting the data in the inventory book and into the database of the collection X Editing	0.4	
		2.5	
		0.4	
		5	

1. Boxes and pointed lines can be filled out using the left bottom of the mouse (pointing devise is in palm tool mode) on the adequate field.

2. In case of each activity there is a pointed line, on which scientists can write down their remarks.

3. Into the column of Person days the time, which the adequate activity requires, should be written.