

ATBI – Bottleneck questionnaire

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THIS QUESTIONNAIRE WAS FILLED OUT ACCORDING TO ONE FIELD TRIP

Question	Answer	Effort/Pers on day (0.1-∞)	Lead-time Demand/ Person day (0.1-∞)
1. Inventory Management			
1.1.Determining of Groups, Localities and Methods	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.5	10
1.2.Fundraising	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.5	
1.3.Calculating travel expenses	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.1	
1.4.Obtaining permission for collection by groups	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	0.5	Up to 42
1.5.Testing collecting methods	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	0	
1.6.Setting up research team	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, in case of one-day trip, but for the whole project YES, but it doesn't take time. <input type="checkbox"/>	-	
1.7. Managing the travel	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.1-1	
1.7.1. Sub-activities of Managing the travel	Optimising institutional facilities (car, equipment, etc.) doesn't take time Organizing packing and transportation of collecting equipments <input checked="" type="checkbox"/> Renting a car / canoe <input checked="" type="checkbox"/> Booking accommodation <input checked="" type="checkbox"/> Procuring maps, information about the localities	- 0 0.2-1 0-0.5 0.5-1	
1.8.Optimising collecting	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

activity by financial and human background	<input type="checkbox"/>	0.1-1	
1.9.Managing the transportation of collected materials	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, he transports them in his own car. <input type="checkbox"/>	
1.10. Informing the public	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.5-5	
2. Field Work	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	1-15	
2.1.Describing and Identifying the locality using standardized methods	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0-0.5	
2.1.1. Sub-activities of Describing and Identifying the locality using standardized methods	Acquisition of GIS data / Georeferencing <input checked="" type="checkbox"/> GPS	0 0-0.5	
2.2.Setting up collecting equipments	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	0	
2.3.Collecting of specimens (depends on collecting methods)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	1-15	
2.4.Repeating based on protocol	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	1-2	
2.5.Examining the samples	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	0.5-10	
2.6.Releasing the specimens	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
2.7.Preparing preliminary the samples	Narcotising, Cleaning <input checked="" type="checkbox"/> Sorting <input checked="" type="checkbox"/> Pre-labelling	0-0.1 1-3	
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	<input checked="" type="checkbox"/> Cleaning or eradicating and packing the collecting equipments <input checked="" type="checkbox"/> Archiving collecting data	1-3 1-3	

3. Lab Work	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text" value="....."/>	
3.1.Steps of Labour Work Someone else does activity No. 1. and 5.	1. Sorting 2. Labelling 3. Sending to specialist 4. Identifying 5. Putting specimens into collection 6. Providing the storage of voucher specimens	<input type="text" value="0.5-5"/> <input type="text" value="1-10"/>	
4.Reporting	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text" value="....."/>	
4.1.Sub-activities of Reporting	Taking analogue or digital photos: only on field 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	<input type="text" value="....."/> <input type="text" value="1-2"/> <input type="text" value="1-2"/> <input type="text" value="....."/>	

1. Boxes and pointed lines can be filled out using the left bottom of the mouse (pointing device 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.