



# **Planning Across Departments Session Outline**

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# Planning Across Departments Session Outline

Working collaboratively across departments and with external artists means it is required to work out logistics, reporting lines, terminology and so forth.

## Meeting across departments with artists agenda

### 1. Project Update

- o Sue Loveday (lead artist)
- o The Edge team
- o YPF team

2. Clarifying each team/stakeholder & activity. I've noticed that we are each using a bunch of different labels to describe different aspects of the project, which is getting confusing.

- o YPF Team (Rena, Thom, Stella)
- o The Edge Team (Emma Che, Mick, Daniel)
- o Creative team / Artist team? (Sue, Marianna, Tim, Mari, other artists?)
- o The Edge community of makers?

### Stage 1: Design

- Lead in installations at The Corner **Lead in ideas workshops**
- Lead in installations at The Edge
- Design Briefs **Idea briefs**

### Stage 2: Fabrication, Installation

- Design & Fabrication (includes handing over idea brief documents)
- Installation / Bump In

### Stage 1: Activation and Response

- Young People response Workshops (8-16 y.o)
- Family response Workshops (5-12 y.o)
- Intergenerational response Workshops (Edge community and young people)
- Adult response workshops

- Celebration Day

### 3. Planning/Documentation

o Creating 3 templates for the creative team to work from

□ Workshop Planning Template

□ Reflection/Documentation Template

□ Design Brief Template

- Specific questions:

o What does the design brief need to include?

o What kind of materials can be submitted? 2D? 3D?

4. Project Timeline/Discussion – Flexibility of lead in workshops in relation to design & fabrication process.

5. Lines of communication – Who reports to/communicates with who, and how?

6. Meta-narrative – full team briefing/presentation?

7. The Edge - space audit.

o Tech spec

o Floor plans

o Information/limitations on space usage