

# Project Structure and Organization – Best Practice Guide



Benchling



# Why is Project Structure important?

Projects streamline data management as your company grows. We typically see customers organize Projects by team/function, target, program/goal, or even employee (not recommended.)

## Find Your Data

Clear Project naming and easy to follow data hierarchy will help you more easily find the relevant information you're looking for.



## Access Control

Defining the correct level of Project structure will allow you to control who has access to certain data and maintain secure IP.

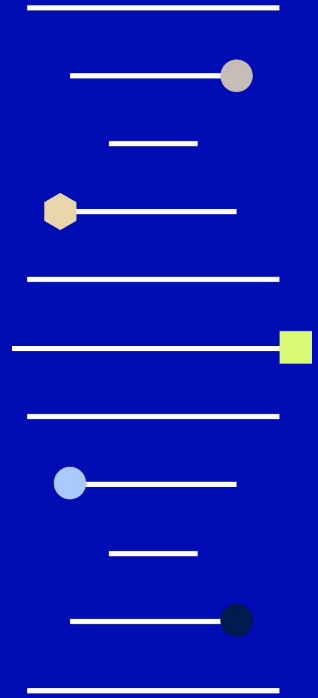


## Improved Collaboration

Findable and properly structured data will improve the speed in which data sharing and searching is happening.



# Project Structure & Permissions





# Project Folder Structure



A **Project** is the highest level of organization. **Permissions are currently set at the Project level.**



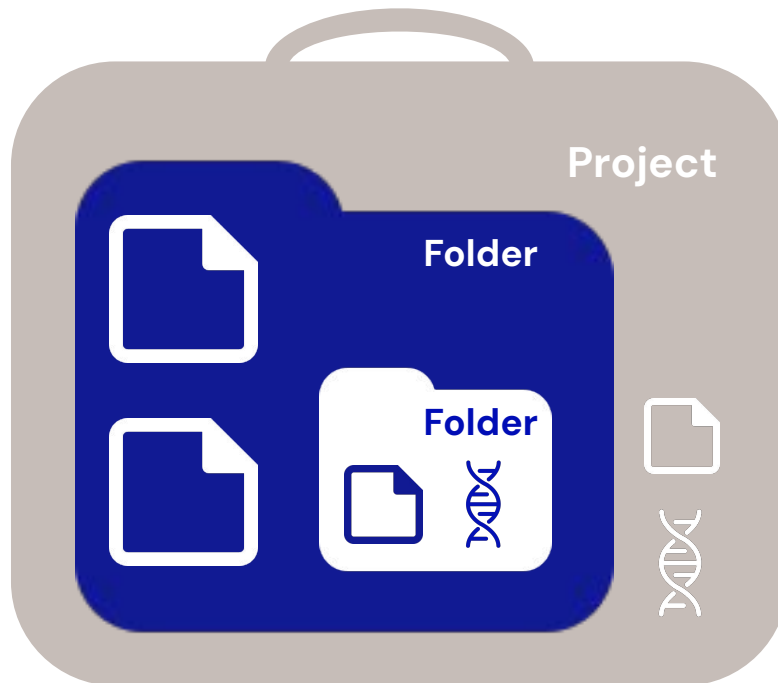
A **Folder** allows for additional organization within a Project, and may be nested.



Notebook **Entries** can be located within Projects or folders



**Entities** (e.g. sequences, oligos, custom entities) can also be stored within Projects or folders





# How can Projects control access?

**Project Settings**

Name\*  
Antibody Discovery

Description

Lock the sequences in this project [?](#)

**Manage collaborators**

[Add](#)

User / App / Organization / Team	Access policies	Auditor
Members of Antibody Bioprocess	WRITE	<input type="checkbox"/>
Shawna	ADMIN	<input type="checkbox"/>

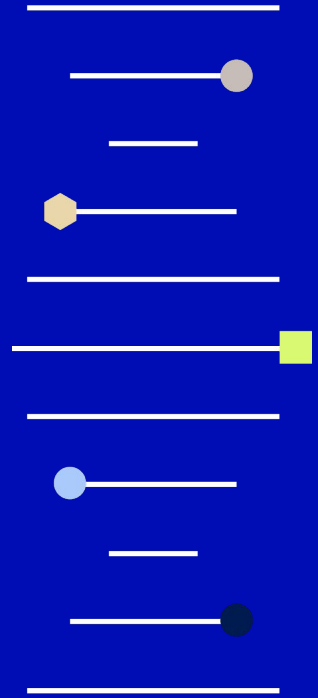
## Do you want to limit who can view/perform certain actions within a Project?

All permissions to Benchling project data are controlled at the Project level. If you grant Project access to a User, Team, or Organization then they'll have the same access to all Folders, Entries, and other objects within that Project.

### Need help with permissions?

Permissions can be challenging to get right for you organization. Please review our [resources](#) and contact [support@benchling.com](mailto:support@benchling.com) if you need help!

How should you define  
your Project Structure?



# Which Project Structure is Best Suited For You?



More open access

Projects by Program

Projects	SEARCH	→	+
STARRED			
CRISPR Benchling			★
Viral delivery Benchling			★
ZFNs Benchling			★

Projects by Scientific Group/Function

Projects	SEARCH	→	+
STARRED			
In Vivo Exploratory Benchling			★
Molecular Biology Cloning Benchling			★
Molecular Biology Exploratory Benchling			★

Harder  
searchability\*

Projects by Individual

Projects	SEARCH	→	+
Molecular Biology Cloning			⚙️
NAME			↑↓
Damian Last modified just now			
Hannah Last modified just now			
Sean Last modified just now			

Easier  
searchability\*

Projects by Target

Projects	SEARCH	→	+
STARRED			
BRCA1 Benchling			★
BRCA2 Benchling			★
HER2 Benchling			★

More restrictive  
access

\*Searchability = Ability to search and aggregate similar data together



# Which Project Structure is Best Suited For You?

All Project structures have trade-offs so ask yourself what is most important

Gather your Benchling admins/leads and ask yourselves the following questions:

1. Do we want to keep relevant scientific data together?
2. How do we expect teams to collaborate together?
3. Do we expect to restrict access to any data?
4. When & how will we need to export data for a filing, report, collaboration, etc?
5. What makes the most sense for our organization structure?







# Multiple Project Structures

What if you want more than one Project structure?

Use a **Project + Folder structure** to expand into multiple organizational strategies. It's best to stick with one Project structure, but Sub-Folder structures within Projects can allow for improved data findability!

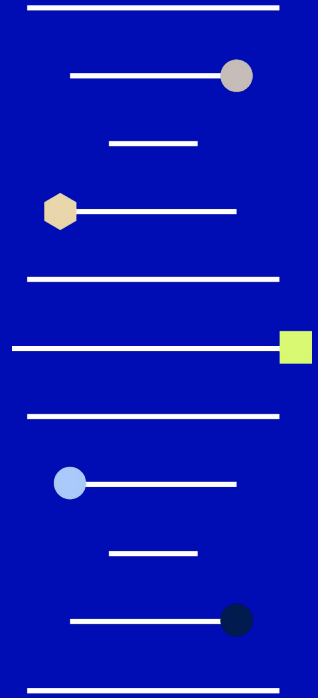
The screenshot shows a project management interface. On the left, under the 'STARRED' section, there is a list of projects: 'In Vivo Exploratory', 'Molecular Biology Cloning', and 'Molecular Biology Exploratory'. The 'Molecular Biology Cloning' project is circled in red. An arrow points from this project to the right-hand side of the interface, which shows a detailed view of the 'Molecular Biology Cloning' project. This view displays a folder structure with three sub-folders: 'Damian', 'Hannah', and 'Sean', each with a 'Last modified just now' timestamp.

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## Pro-tips from Customer Success

1. Use Projects and Folders to intuitively lead employees to the right information
2. Minimize the number of nested Folders
3. Think ahead to avoid the overhead of creating new Folders or redesigning your Project structure
4. Clearly explain your Project structure to all Benchling users at your company

# Keeping Your Project Data Organized

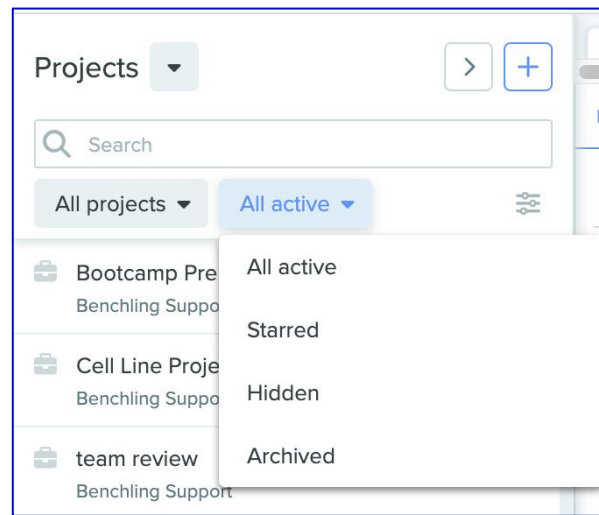
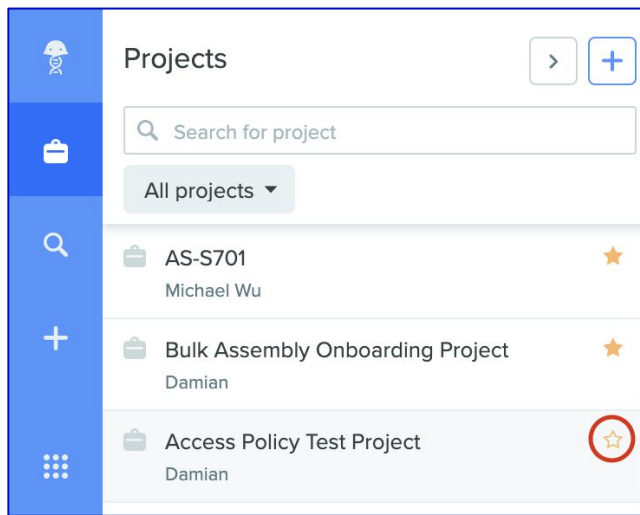




# Minimize and Highlight your Key Projects

Keep yourself organized

Use Benchling's ["Starring"](#) and ["Hiding"](#) functionality to easily find your most common Project locations. Keeping your Project list limited will make it much easier to find and store your data in Benchling.





# Keeping Entry Data Organized

Use Entry Schemas to keep Entry data organized regardless of project

Benchmarking [Entry Schemas](#) are a way to help organization “tag” metadata associated with Entries across experiments, programs, projects, and teams.

Filling out an **Entry Schema** allows for [additional structure to your search queries](#) and can pull results that can span across multiple Projects.

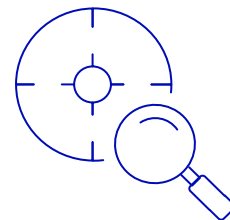
*Entry Schemas and [global search](#) can drastically reduce the time spent looking for relevant data that’s spread across different Projects!*

The screenshot shows a data table with columns 'ID' and 'Modified'. A filter dropdown menu is open over the table, showing a 'Field' dropdown set to 'Pass/Fail' and a 'has one of' dropdown with options 'Pass' and 'Fail'. The table contains three rows of data.

ID	Modified
EXP23000013	1/26/2023
EXP23000012	1/25/2023
EXP23000011	1/25/2023

Filter dropdown menu details:

- Field: Pass/Fail
- Operator: has one of
- Options: Pass, Fail





# Connecting Entries

Use @mentioning to keep Entries in different Projects connected

If Entries are connected but stored in different (or the same) Projects it's best to [@mention the Entries](#) so they can be linked together.

## Why should I do this?

1. More easily find Entries that aren't stored together in the same Project
2. Keep a repository of linked data
3. Easily click back and forth between linked Entries

## Antibody Development TH

THURSDAY, 10/27/2022

Linked entry: [Antibody Development - \[CD47\]](#)



REVIEW	NOTES	RELEVANT ITEMS	METADATA
All ▾			
< > 1-1 of 1 item			
Item	Reference		
<a href="#">Antibody Development TH</a>	Entity referenced in entry		

Note: You can only @mention Entries that you have access to



## Resources – Project Organization

[Creating Projects](#)

[Establishing Project permissions](#)

[Star or hide Projects](#)

[Using Entry Schemas](#)