PROJECT MANAGEMENT

Group projects require a lot of coordination. Here are a few strategies to successfully manage your next group project.

Getting started:

- Schedule an initial meeting
  - Assign roles and responsibilities to each member including selecting a leader
  - Determine when you will meet regularly
  - Take notes during meetings that are shared with the group
  - Choose a communication method for the group, such as email, Slack, or GroupMe
- Develop group leader expectations
  - Be clear and fair with assignments
  - Follow up with other group members
  - Monitor each group member's progress
- Choose a system to organize the group
  - Organize, share, and collaborate on project documents and research
  - Try options such as Google Shared Drives, Trello, Pocket, or Gantt charts
- Create a timeline for the project
  - Break down the project into manageable pieces
  - Determine specific deadlines for each portion
  - Check in on the project progress and troubleshoot any issues that arise

Finalizing the project:

- Allow enough time to pull everything together
- Assign one person to review the final project to ensure a cohesive voice
- Review research and citations
- Determine each group member's role and practice together if you have presentation
- Reflect on your first-hand experience for evaluating your group members' contributions