


Group Project Management

Effective groups are clear about what is expected from the group and its members. It is helpful to try to get these expectations defined and agreed early on in the process so that everyone knows what is happening and the contribution they are expected to make.

The group project management sheet (on the next page) can be used as a guide to help the group define the task and consider how the group will work. The group will need to define the project i.e. what the scope is, any criteria that might apply (e.g. marking criteria). It is useful to note down the deadline (e.g. submission deadline) and then set any internal deadlines (e.g. the group agrees a deadline for the first draft of the project).

The next step is to get the group organised. Who is in the group and how will you all be in contact (e.g. email)? What specific skills/attributes are there in the group (e.g. external contacts, particular software experience)? Is there anything else (e.g. is someone away for part of the project, or has someone expressed a particular interest in doing something)?

One advantage of group working is being able to learn from other people and the opportunity to develop new skills so you can use this to add to your skill set.



Group Project Management

Project (e.g. assignment title)				
Deadline				
Brief/notes on the task (including any key dates or tasks that need to be scheduled and how often the group will meet)				

Group members				
Name	University email	Key skills (e.g. particular skills relevant/required)	Role (e.g. organiser, note taker, researcher)	Notes (e.g. availability, areas of interest)
Jane Doe	Jane.doe@janedoe.com	Experience with software	Meeting chairperson; simulation running	Unavailable in week 3
Joe Bloggs	Joe.bloggs@jbloggs.co.uk		Minutes of meetings (taking and uploading to shared file)	Would like to produce final poster

Once the group project management sheet has been completed, it should be circulated to all members so that everyone is aware of the task and expectations.

You can do this electronically (e.g. email or a shared file) or in hard copy. It may be useful to make use of technology to facilitate group working (e.g. Office 365 suite includes One Drive for business; the University provides Skype for business). Remember that the group needs to be in agreement about what format will work.

Group Project Management

Project (e.g. assignment title)	
Deadline	
Brief/notes on the task (including any key dates or tasks that need to be scheduled and how often the group will meet)	

Group members				
Name	University email	Key skills (e.g. particular skills relevant/required)	Role (e.g. organiser, note taker, researcher)	Notes (e.g. availability, areas of interest)
Jane Doe	Jane.doe@ed.ac.uk	Experience with software	Meeting chairperson; simulation running	Unavailable in week 3
Joe Bloggs	Joe.bloggs@ed.ac.uk		Minutes of meetings (taking and uploading to shared file)	Would like to produce final poster