How Should I Plan To Bring New People Up To Speed During My Projects?

Armaghan Khoshaeen

Concordia University, Montreal QC H3G 1M8, Canada

**Abstract.** The original paper addresses the challenges of managing team dynamics and personnel changes in projects, recognizing the inevitability of such changes due to turnover, project modifications, and other factors. Emphasizing the importance of anticipation, project managers are advised to assess the potential impact of losing team members, particularly those with specialized skills, and develop contingency plans.

The integration of plans for team changes into project schedules, including cost estimates, is essential. Flexibility in scheduling is highlighted to accommodate unexpected turnovers, and minimizing turnover is underscored as vital for successful project management.

In the event of staff changes, guidance on swiftly integrating new team members by fostering relationships, trust, and connections with existing team members holds significance. Strategies for redistributing responsibilities and optimizing available talent when a key contributor is lost are also necessary.

The ideal scenario consists of adding team members at the project's start, although this may not always be feasible. When new individuals join the team, the prompt rebuilding of cohesive teamwork and adjustment of task assignments to prevent project difficulties or failure are emphasized.

In conclusion, some important notes include stressing the significance of retaining team members and advising project managers to incorporate budget reserves for addressing the costs of staff turnover in project risk provisions. Overall, this topic provides practical insights and strategies for project managers to navigate personnel changes and maintain project success.

**Keywords:** First Keyword, Second Keyword, Third Keyword.

1. First Section
   1. A Subsection Sample

Please note that the first paragraph of a section or subsection is not indented. The first paragraphs that follows a table, figure, equation etc. does not have an indent, either.

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**Table 1.** Table captions should be placed above the tables.

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| Heading level | Example | Font size and style |
| Title (centered) | **Lecture Notes** | 14 point, bold |
| 1st-level heading | **1 Introduction** | 12 point, bold |
| 2nd-level heading | **2.1 Printing Area** | 10 point, bold |
| 3rd-level heading | **Run-in Heading in Bold.** Text follows | 10 point, bold |
| 4th-level heading | *Lowest Level Heading.* Text follows | 10 point, italic |

Displayed equations are centered and set on a separate line.

*x* + *y* = *z* ()

Please try to avoid rasterized images for line-art diagrams and schemas. Whenever possible, use vector graphics instead (see Fig. 1).

**Fig. 1.** A figure caption is always placed below the illustration. Short captions are centered, while long ones are justified. The macro button chooses the correct format automatically.

For citations of references, we prefer the use of square brackets and consecutive numbers. Citations using labels or the author/year convention are also acceptable. The following bibliography provides a sample reference list with entries for journal articles [1], an LNCS chapter [2], a book [3], proceedings without editors [4], as well as a URL [5].

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References

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