Project Planning

The team would start by clearly writing job descriptions for each team member and making them available to every member of the team. Everyone has to know their areas of responsibility. To make a group of people feel like they belong to a large community, the team would introduce a number of team building activities so that everyone would get a chance to know each other in an informal way. Would not care about placing all team members in one location - telecommuting is perfectly fine in the contemporary world.

To foster collaboration, we would implement a specific type of organizational culture - clan culture - that would foster mentorship and team accountability. The teamwork combines individual commitment with group results, which makes it different from regular working groups, such as a function in a corporation. The team would select people into the team based on their transferable skills and skill potential, not for their personality (Principles of Management 499).

The team will work their ground rules by discussing expectations of collaboration, discipline, confidentiality matters, project approach, conflict resolution, to name a few. To set tasks and track performance, the team would equip the team members with a methodological framework and versatile tools. The framework would be scrum, one of the implementations of agile methodology. This framework supposes conducting everyday meetings mandatory for all team members where each member reads their tasks for the day, and the status of processed tasks is established. What is more important, everyone thinks of the ways they can help their colleagues succeed in fulfilling the daily tasks. In case the timeline gets challenged, the brainstorm for solutions is conducted. This way, the group would ensure the smooth work process of each employee and know whether they were available for new jobs.

To track working time on each task, as well as their status, the team would introduce Jira or Trello. New assignments would be in backlog; then they would be moved to in progress, then approval, later on - revision if necessary, and completion stages. These digital logs provide managers and employees with statistics regarding the productive time one works and allow predicting timeframes for upcoming projects.

Communication within the team would be conducted via emails, messengers, and video conferencing. Emails would be mainly for formal approvals and distributing minutes of meetings, messengers, such as WhatsApp, would serve as daily formal and informal communication channels; and video conferencing would be conducted in applications, such as Microsoft teams or Zoom. Storing files and regulating access to information is one of the paramount issues for a team manager. Since everyone has to have equal rights to files, secure storage has to be selected. Onedrive is one of the file hostings that allows uploading files, synchronizing the work of several people on a number of files in real-life mode.

Regarding the tools for building a system, GitHub proves to be an indispensable software development partner within the developers’ community. It encompasses code creation, integration, review, and overall team management. This way, the working processes are transparent, and each team member is easily replaceable. In case a new team member arrives, they will be able to seamlessly continue where the previous employee left.

Overall, team management is a challenging task. Leaders have to unite team members, supply them with measurable job descriptions, and equip with necessary tools for work. To remain productive, agile methodologies have to be welcomed. The crucial aspect is helping coworkers to reach mutual success.

Work Cited

*Principles of Management*. Openstax. Roice University.