

# **Lab02**

**PS52007D**

## Today's activities

1. Complete the Pulse
2. Finalise your groups (3 or 4 people, all from same Personal Tutorial group)
  - Submit a list of names to your Lab Tutor
  - Discuss any problems you are facing
3. Agree a broad general focus for your group research and write it in your lab notebook
  - This is now functioning and available in the right hand margin of the VLE page. It's an experiment, so please give feedback!
4. Start establishing how you are going to work as a team and identifying milestones

# Teamwork & Project Management ideas

## Apply “Scrum” process?

In short, it's a transparent, accountable, transparent and pragmatic approach to project delivery.

# Key Project Milestones

## Teamwork & Project Management ideas

Apply “Scrum” process?

### Scrum Values

Successful use of Scrum depends on people becoming more proficient in living five values:

***Commitment, Focus, Openness, Respect, and Courage***

The Scrum Team commits to achieving its goals and to supporting each other. Their primary focus is on the work of the Sprint to make the best possible progress toward these goals. The Scrum Team and its stakeholders are open about the work and the challenges. Scrum Team members respect each other to be capable, independent people, and are respected as such by the people with whom they work. The Scrum Team members have the courage to do the right thing, to work on tough problems.

In short, it's a transparent, accountable, transparent and pragmatic approach to project delivery.

## **Scrum-style 'stand-up' meetings at the start of each lab?**

3 questions for your short 'stand-up meeting' every week. No more than 10 minutes.

Can be done face to face or easily online in advance or with remote colleagues (e.g. via WhatsApp)

- 1. What have you done since the last lab session? (Progress)**
- 2. What will you be doing before the next lab session? (Plan)**
- 3. Can you identify any obstacles to achieving the plan? (Problems)**

If anything arises in point 3... Engage with your Lab Tutor during the session and resolve it!

\*"Scrum" is a project management approach used extensively in the tech and media sectors

# Key Project Milestones

## Milestones(4 key phases of activity)

1	Discovery and Critical Proposal	Topic identification and group formation	PT Support Session
2		The research process and planning your time/teamwork	
3		Lit searching/management/review and critical perspectives	
4		Developing a researchable question and appropriate design	
5		Critical proposal support & Power calculations	

6	Task development and Ethics	Development   Online testing platforms (Qualtrics and Gorilla)	PT Support Session
7		Development   Ethics workshop	
8		Development   Assembling your materials	
9		Development   Testing your task and Recruitment strategies	
10		Pre-registration, Open Materials, Open Data	

1	Data collection and data preparation	Data Collection   Thinking about writing up	PT Support Session
2		Data Collection   Writing up Methods	
3		Data Collection   Planning your analysis	
4		Data Collection   Data hygiene	
5		Data Collection   Preparing a stats-ready data set	

6	Analysis and write-up	Writing up   APA Style	PT Support Session
7		Writing up   Good introductions and lit review	
8		Writing up   Results, figures and tables	
9		Writing up   Interpreting what you found	
10		Writing up   Finishes touches and submission requirements	

## The unmissables

- Submission of Critical Proposal by 10am 4th November
- Ethics submission prior to end of Term 1
  - Requires fully developed task and materials inc. Information Sheet, Informed Consent, Debriefing Materials
  - Lab Tutors must sign off all ethics applications (1 week turnaround) and they could very likely return it to you for changes
  - Ethical Approval will be 'fast-tracked' but can take 1-2 weeks
- Data collection can begin as soon as you have Ethical Approval
- Data collection will be halted at Reading Week in Term 2
- Mini-Dissertation deadline 10am 31st March 2023

## Think about the rest of your coursework

Try to anticipate when you will have busy times in the year and plan ahead

Do you have any personal obligations that will affect your availability?

## **Think about your average week**

When will you do your independent study?

When will you meet as a group?

What will you do if you miss class due to illness?

## **Your first MD Personal Tutor Session is next week**

You will need to present your general topic area, and any thoughts around how you are going to do the research.

Your personal tutor will be able to help you think about the realities of doing the work, but signalling the general area and type of research you want to do is most useful.

- How will you do this most effectively?
- What visual aids will you use?
- Will you identify references?
- Will you plan or prepare? You've got 50 minutes for all your groups...



## Personal Tutor management

Your Personal Tutor will be a HUGE help this year. Make sure they get the best information possible right at the start.

Do you think it might be a good idea to work as an entire Personal Tutor group and put something together to help your PT manage potential information overload?

- A document with group name, topic and team members?
- Maybe a shared folder with some illustrative papers?
- What about a brief powerpoint with 1 slide per group that your PT can use moving forwards?

**Over to you!**