

Project Manager

Description:

Every team needs a project manager. They facilitate communication between team members and make sure everyone knows what they need to do and has the resources and support to succeed

Tasks:

- Maintain a location where team members can upload documents, assets, and other resources
- Make sure team members communicate issues/progress and that everyone gets the support they need
- Track goals and progress throughout the project
- Review MVP regularly to make sure team stays on track and MVP stays relevant (MVP is a living document)
- If possible, make testing plans (ideally get playtesters from outside team)

Resources:

- Google Drive - A good place to store your writings and share with others in your group
- OSF - OSF is a free, open platform to support your research and enable collaboration
- Trello - Simple, flexible, and powerful. All it takes are boards, lists, and cards to get a clear view of who's doing what and what needs to get done.
- GitHub - Whether you're scaling your startup or just learning how to code, GitHub is your home
- OU Libraries - Reserve study rooms at Bizzell Memorial Library to meet in person with your team
- Team charter - a living document as to how the team as a whole will work with one another

Weekly Goals:

1. Set up location for sharing resources and communicate with team members to ensure all project files are being compiled in that location
2. Choose method for issue tracking
3. Set up issue tracking (and make sure all team members have access)
4. Add all ideas to the brainstorming list
5. Train team members on adding and updating issues for tracking
6. Make sure all ideas on MVP are specific and trackable