ASSIGNMENT PLANNING
Queen's MMA

- Assignment planning is a technique used by teams during an administrative meeting.

- It involves discussing and agreeing upon the kind of planning and preparation required by a team for an upcoming team assignment.

- By agreeing upon the kind of preparation required before hand, it makes the subsequent working session much more effective.

- The Assignment Plan creates alignment among team members about the direction and fundamentals of the project or assignment (you need everyone "on the same page") before you dive into the analysis of the assignment/case/project.

- The Lead (with the help of the Second if desired) prepares and proposes the Assignment Plan by reviewing the assignment ahead of time considering four aspects of the assignment process (see the four areas below). The Lead sends a brief written summary to the team in advance of the meeting. The Lead also alerts the Chair as to when and how much time is required to discuss the proposed Assignment Plan with the team (approximately 10 to 15 minutes during an administrative meeting).

- The Lead reviews the Assignment Plan with the team to determine and gain alignment on the details of the plan. There are four action steps that the Lead is responsible for to produce the Assignment Plan:

   1)   Clearly define the requirements of the assignment.

   a. What are the deliverables that the Professor is expecting? (E.g. an in-depth analysis of an industry using A/I tools we have been taught in class along with a 15 minute team presentation OR a set of problems we need to solve with a data base)

   b. What will our team deliverable look like? (E.g. eight slides, a crisp presentation with five recommendations, 3 speakers max, written analysis plus ten exhibits including analysis using A/I methodologies, internet data, industry information etc.).

   2)   Define the steps to be taken to meet the requirements of the assignment.

   a. Is any research required in advance of the team's working session to ensure maximum productivity during that session (from data bases; on the internet; interviews)?

b. What is the best methodology to use during the team working session to meet the requirements of the assignment, i.e., brainstorming or attempt four of six quantitative problems presented, etc.?

c. What else is required of team members to meet the requirements of the assignment, i.e., everyone should have completed the first three classes; re-read class lecture notes and completed all exercises up to the end of class #3, specific readings that look applicable, etc.?

3) Assign the work/steps to team members.

a. The Lead proposes some work assignments for certain team members (and gains their agreement during the Assignment Planning process in the administrative meeting).

b. The Lead proposes all members complete other work/steps, i.e. complete individual input and send to a common area for all to review prior to the team meeting; complete statistics on database and share findings; or read the case.

4) Derive a timeline to complete the assignment.

a. The Lead develops a timeline outlining the dates that the Lead and Second have agreed to pass drafts of the team document back and forth (assignment milestones).

b. The Lead will propose the date upon which the team can expect the a 95% complete draft document from the Lead.

c. The Lead will clarify the dates upon which feedback from the team is expected on the draft and the date the final document (incorporating the team's feedback) will be sent to Queen's.