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### Project Manager Team Meeting: Observation

During the activity assessors will observe Allocating Project Managers and Supporting Managers for:

* Engaging in fostering a collaborative culture during the activity
* Facilitating a sense of commitment and cohesion
* Highlighting and using the strengths of those involved in the project when establishing the project team

To demonstrate effective project management techniques, you must:

* Encourage each other when selecting staff and reviewing decisions
* Highlight and discuss the strengths of staff when allocating staff to the project
* Display a sense of shared success when the project comes in on time and on budget

You may be observed in this activity in a classroom, in an online environment or through a video recording. Check with your assessor for an agreed assessment environment.

**A screenshot of a computer program

Description automatically generated**

* Vicky- was chosen for the first a last tasks as she is average and can be given a “head start” by using a faster person before her.
* Jim- was chosen for the second task as he is average and should be fine with getting the task done on time
* Jane was chosen for “test the gizmo” as she is slow but low cost and will not impact any other people’s tasks, but the task is long enough to save a substantial amount of money.
* Bob was given “Realign the doodad” as it is one of the shorter tasks and his extra costs can be covered by jane, he also is in a predecessor to the final task so his swiftness is important.

A screenshot of a project management

Description automatically generated

* John was chosen for the first task as he is low cost and this will save the most money
* Ann was chosen for the fourth task as she is average and wont negatively affect future tasks.
* Marti was chosen for the second task as he is slow and wont affect any other tasks if he takes a long time
* Kathy was chosen for the third and last task as they are some of the longest and more important tasks and she is a fast worker.

## 3 Team development - Staff training

**Scenario:**

This activity uses the project being developed for the subject WEB5C2EWD as the context for the activity

At ITworks we have several staff that want to improve their knowledge and skills. To do this, we often enable junior staff to work with experienced staff on project tasks. When our staff want to learn new skills, we provide them with a list of online resources that can be used to support their development and training.

**Staff profiles**

* Sally is currently working as a multimedia developer and wants to increase knowledge and skills in web development. Sally would like to learn PHP programming.
* Steve is currently working as a Programmer and wants to increase Database knowledge and skills. Steve would like to learn SQL.
* Jeff is currently working as a Business Analyst and wants to increase knowledge and skills in Project Management scheduling. Jeff would like to learn MS Project
* John is currently working as a IT Manager and wants to increase knowledge and skills in Business Analysis. John would like to learn how to create a Feasibility Report