Early in our project my group and I designed a project plan which we shared with our client; this was helpful for delegating work but also setting expectations upon ourselves to deliver work when we specified. It is key to note that a project plan is flexible and can be reworked at all times, around eight weeks before our hand-in, my group updated the plan to better reflect where we were at the time. Additionally, due to the work being outlined to Housing Matters (HM), they were able to ask for clarity on steps we were going to be taking.

This leads me my next point – asking for clarity and feedback from the client. Due to clients perhaps only being able to meet once a week, it is imperative that each week is maximised. Therefore, recapping and clarifying work at either the end of the meeting or with follow-up email is great to staying on target for the week.

Finally, allocating times in the week to work as a group will enable you to all work alongside one another but also see that everyone is fulfilling their delegated role, and no aspect of the work is lagging behind.