

Common Group Agreement Errors

This guideline outlines the most common or typical errors and how to avoid them.

Mixing up of projects

A lot of students tend to mix up two projects, please keep them separate.

1. Your GSOE9820 group project and
2. A charity project.

Your **Group Agreement** should concern only your work on university group GSOE9820 project. (not charity project you picked).

Deliverables should be identified only for the work in this week. The most obvious one that would apply to every group is the issue of a progress report.

Project deliverables could not be: e.g. "communicate, allocate, schedule etc."

As per WBS lecture and tutorial, activities are not part of WBS.

Deliverables are major outputs.

Project description

This cannot be generic. An example of an incorrect statement is "To ensure project meets the goals.". The whole agreement document is about your group project, not about charity project you are pretending to do.

For example, your project description is simply your weekly requirement. For example project selection, or scope statement or WBS, OBS and WP for a charity project.

Project purpose

Is what you are focusing on for your group project. Think about what you are achieving by completing your group project. For example, learning project management techniques, applying tools and implementing it in practice, practicing group work, communication etc. You can also be precise and related it to a particular week's requirement, e.g. "learn how to select and prioritise project by using multi-weighted method"

Incorrect examples: "Raising money or awareness or similar. " (once again, it is about your group project, not charity project).

The project purpose is not to raise \$1,000 but to practice project management.

Weekly roles and responsibilities.

The key word – weekly. Some of the teams mention only generic responsibilities, for example: Arrange the meetings, Make schedule etc. While you must organize generic work, also try to be precise in terms of current week's requirements. When assigning roles be clear and precise. Role description is not "think clearly. Roles is not about charity project, so

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it is not “find restaurant or raise donation”. Once again, your agreement is only regarding your group project, not a charity project.

Project resources

We have already given examples in the template: weekly lectures, textbook PMBOK, video class etc.

In your schedule do not only assign dates for progress reports and agreement but also for research, meetings, online discussion etc. Some teams provided overall schedule of the assignment, which was actually given by tutors, hence there is no point in duplicating it.

Here is example of a good schedule:

Deliverables	Start Date	End Date	Responsibilities
Introduce the project scope work to all the group members.	14/3/2019	14/03/2019	ALL
Assign the tasks to different team members.	15/03/2019	15/03/2019	PM
Discuss about the details in the project scope, about the project objectives, deliverables, etc.	15/03/2019	17/03/2019	ALL
Finish the report explaining the details about the project scope that are not include in the statement, make the final checklist.	16/03/2019	18/03/2019	ALL

Key success factors

Is not for example “helping homeless people”.

Success factor in your project would be organising meetings early in the week, delivering on time, etc.

Communication plans

Are not a one sentence tools. Refer to textbook and lecture slides.

Here is example of an excellent communication plan:

Information to be shared	Target Audience	Frequency	Method of Communication	Provider
Status Report	Project Manager	Daily	E-mail, meeting	Staff
Group Meetings	Staff	Every alternate day	E-mail	Project Manager
Issues Report	Project Manager	Every alternate day	WeChat group	Staff
Justification report	Staff	Daily	Google Drive	Staff



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Lessons learnt

In lessons learnt, summarise what went wrong in the previous week and note how you plan to overcome the problem. Lessons learnt are not about what you have studied doing a part of the project, they reflect what issues as a team you had during previous week(s) and what should be done to avoid them.

Document Formats

Preferable (not compulsory) file format is .pdf. Please, avoid handwritten documents, the agreement was provided as a Word file, which could be easily edited and further saved. Save our trees and think of our environment!