

Time and Team Management

SENG 321

Dr. Daniela Damian
danielad@uvic.ca

Effective Time management

Very precious (and limited!) resource...

watch Randy Pausch's Time Management lecture

Parkinson's law:

The work allocated to a task fills the time allocated to it

In your Project:

Plan your activities

Time box your activities

always build in contingency (add 25% or double the time!)

Reflect on your estimates/progress relative to capabilities



Effective Team management

A Team: Wide variety of skills, personalities, experiences



Effective teams: driven by a goal, fuelled by identity, reflective

In your Project:

*Discuss your **strengths**, work habits, time management skills*

***Distribute** work and yet ways to **integrate** work*

everyone should learn from each deliverable

Open communication channels

Regular checkins with the team

Reflect on your estimates/progress relative to capabilities

Effective team member: driven by the team's goal, fuelled by attitude, gives before asks

In your Project:

*Be a **linchpin***

Learn from others

Consider how you can help the team first