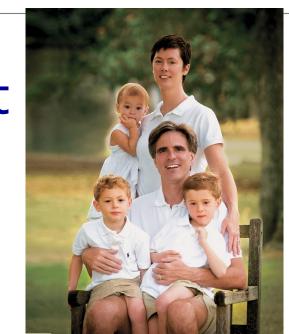
# Time and Team Management SENG 321

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## 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



#### 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

