17 November 2014

**Some thoughts on conducting a group project.**

Please kindly adjust this to fit your group’s needs.

* The **group** (**together**) will set aside (and **explicitly document**) firm “regular meeting” dates and times for the whole project.
* Any member can propose to **change** the established date/time but it must be agreed upon by the others.
* There will be 100% presence at ALL project meetings designated as “key”. Presence/absentees will be documented as part of the project documentation.
* Subgroups can meet as desired, e.g., for carrying out certain tasks.
* Meetings can take place face-to-face or by telephone or Skype as agreed up by the group.
* A collaborative project plan will be produced and managed by the Group. Project management software can be used to track things (e.g., Spreadsheet or MS Project) Example items to include are:
  + Task list
  + Lead-responsible agent for each task.
  + Assist-responsible agent for each task
  + Final delivery date (to the Group) of the results of each task.
  + Intermediate checkpoint dates (before the delivery to the group) for each task.
  + Progress statement at intermediate checkpoints. (This is very useful for early risk assessment and taking appropriate measures)
  + Whether final delivery of a task to the group has been done or not.
* Assist-responsible agent to review EACH task carried out by the lead and provide feedback to the lead agent.
* Let an agent do what s/he is best at.
* Plan can be changed as deemed appropriate by the Group. Group ownership of the plan so no one agent to run away with the project’s agenda.
* Not to finger-point any member of the group. Rather, finger-point the task and get the group-brains into gear to crack the problem. Let us assume that we all have good intentions but the Almighty will throw hurdles at us. Our job is to get collective thinking into gear and overcome the hurdle as a shared experience.
* Those endowed with specific knowledge and skills (e.g., conceptual, analysis, designing, coding, technical writing, etc.) to share this knowledge and skills with others in the Group. (Let us make this an enjoyable experience for all while doing a good job of the project. We all have to live with the inner-group experience – let it be good!)

I dare say that this is perfect. Please suggest modifications so that we can share this in our class. Thanks a million and best of luck in your project!

Best,

Nazim