# Pre-project action plan

(**Read carefully before you proceed:** Assessment 2 is the major assignment (carrying 30% weight) for this course. The assessment is about preparing a project charter and a comprehensive proposal in response to Request for Proposal - RFP [find “**INFT3100S12022\_CASESTUDY.pdf**” in assessment folder]. Until week 11 you will be working on this as a group. To complete assessment 2, you are forming group this week and start feeling up this *action plan* in order to streamline your group activities. This must be completed and submitted in class by Week 5 as part of assessment 3)

“Whenever anyone goes to his or her associates and says: “This is *what* I am good at. This is *how* I work. These are my *values*. This is the contribution I plan to concentrate on and the results I plan to deliver” the response is *always*: “This is most helpful. But why haven’t you told me *earlier*?”” (Drucker, 1999 p.187).

**Course No. Course Name**

**Group No.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name (as in University records)** | **Student Number** | **Contact phone / Skype name** | **e-mail** |
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**Discussion and agreement made of the grade expectations of all group members:**

Yes/No

**Project Action Plan**

|  |  |
| --- | --- |
| **Event** | **Agreed Action** |
| Team member not participating in discussions regularly | Action 1  Action 2  Action 3 |
| Team member not completing work in timely manner | Action 1  Action 2  Action 3 |
| Team member dropping out | Action 1  Action 2  Action 3 |
| Discussions not achieving goals | Action 1  Action 2  Action 3 |
| Conflict between members (please include as many areas of conflict you foresee) | Action 1  Action 2  Action 3 |
| Member dominating group | Action 1  Action 2  Action 3 |
| Not sure if our rate of progress is satisfactory | Action 1  Action 2  Action 3 |
| [Any other event?] |  |

Who will do what in this group work?

|  |  |
| --- | --- |
| Task | Person(s) responsible |
|  |  |
|  |  |
|  |  |
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|  |  |
| --- | --- |
| Agreed Milestones for Project | Dates |
|  |  |
|  |  |
|  |  |
|  |  |

Date agreed for a mid-project check-up of progress of work against the agreed parts of this plan:

Signed (Must be signed by group leader and all members in the group) Date

Date received by Lecturer Date

**Reference:**

Drucker, P. F. (1999) Managing oneself, In *Management challenges for the 21st century*, Butterworth-Heinemann, Oxford, pp. 163-195.