Working Effectively in Group Assignments

Student Workbook

How to Use This Workbook

This workbook is designed to help you **set up, manage, and complete** your group assignment professionally.

You will use it to:

- Agree expectations early (Group Contract)
- Prevent and manage common group conflicts
- Organise your time and workload
- Practice skills valued by employers

You should complete this **<u>together as a group</u>** and revisit it throughout the project or assignment.

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1. Group Assignment Goals

As a group, agree on what you are aiming for.

Target grade/mark:

_____70_____

What does success look like for us?

☐ Fair workload

☐ Low stress

☐ Clear communication

☐ Everyone contributes

☐ Strong final submission

☐ Employability skills development

Do you have any other goals outside of the above? If so, list them here:

_____

What Employers Want

Employers consistently value:

- Reliability and meeting deadlines

- Clear, professional communication

- Accountability

- Managing conflict constructively

- Collaboration (as opposed to dominating/controlling)

Group work is a **safe place to practise these skills**.

2. The Reality of Group Work: Past Group Work Experiences

What has gone wrong in previous group work? (Choose the most relevant)

☐ Unequal contribution

☐ Missed deadlines

☐ Poor communication

☐ Ghosting / no responses

☐ One person doing most of the work

☐ Dominating group members

Other issues: _____

Which of these do we want to actively prevent in this project?

_____missed deadline, ghosting, unequal_____

Options: Accountability and Expectations

3. Group Contract

This contract sets clear expectations and protects everyone.

3.1 Communication Agreement

- **Main platform (e.g. WhatsApp, Teams):** _____whatsapp_____
- **Expected response time:** _____a day_____
- **What counts as urgent:** _____deadlines_____

3.2 Expectations & Accountability

Complete the statements together:

- "Doing your part" means:
  _____helping out and contributing_____

- If someone cannot meet a deadline, they must:
  _____tell everyone _____

- Repeated missed deadlines will be handled by:
  _____talking to a tutor_____

3.3 Understanding the Assignment

To confirm everyone is on the same page:

- **Assignment title:** ___DESD_____
- **Submission format:** ____Github_____
- **Word count / requirements:** _____required_____
- **Marking criteria (key priorities):**
  _____functional_____

3.4 Allocation of Work

Each task must have **one clear owner**. Make a note of tasks, owners and deadlines here. If there are too many tasks to fit on this sheet, create your own and add it in to this book:

Task	Owner	Deadline
TC01	Tom	
TC02	Emily	
TC03	Tobias	
TC04	Sabiha	

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4. Conflict Resolution Plan

First Steps (Before Escalation)

When an issue arises, we agree to:

1. Raise it early and respectfully

2. Be specific about the issue and impact

3. Refer to this contract

Common Issues & Agreed Responses

What do you agree to do in the event of the below? Agree on this **now** to avoid difficulties further down the line:

Unequal contribution:
_____talk about it_____

Ghosting / lack of response:
_____try to talk about it_____

Missed deadlines:
_____talk about it_____

Dominating behaviour:
_____talk and listen to each other

Escalation

If the issue cannot be resolved internally:

Who will we contact? _____tutors_____

What evidence will we provide? _____screenshots_____

We understand escalation is **professional, not personal**.

Signatures:

Emily, Thomas, Tobias

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5. Time Management & Organisation

Using Sprints

We will work in short sprints to avoid last-minute stress.

- **Sprint length:** ☐ 1 week ☐ 2 weeks
- **Check-in day:** ____Thursday_____

Group Contract Timetable (Sprint Planner)

Overall Assignment Timeline

Again, if there isn't sufficient space below, create your own sheet with this table on and **add it to this workbook**:

Week	Sprint Goal	Key Tasks	Owner(s)	Internal Deadline
	2 goals set and software installed			

Final submission date: _____

Rules We Agree On

Tick or amend:

☐ Internal deadlines are non-negotiable

☐ Final week is for editing and polishing only

Additional rules. List anything else you want to add here:

_____

Moving Forward:

6. Group Commitments

Each member commits to:

- **One communication habit:** ____reply same day_____
- **One conflict behaviour:** _____consideration_____
- **One time-management habit:** ____dont leave it, organise_____

Group Agreement

By completing this workbook, we agree to work together professionally and fairly.

Group name (naming your group can make it feel more cohesive)**:**

_____Group 6_____

Print and sign your names and add the date you agreed on the above **here:**

Name	Signature	Date
Tom, Emily, Tobias		25/02/25