

## Topic # 38

### How can I involve my team in project management activities without increasing overhead?

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#### ABSTRACT

This case study highlights the strategies for involving a team in project management activities while minimizing overhead. It emphasizes the importance of streamlining processes, reducing unnecessary meetings, and utilizing online repositories and attachments for information circulation. It suggests assigning roles to team members based on their level of involvement in project management deliverables. The study also highlights the benefits of integrating project planning activities with training sessions to save time and enhance effectiveness. Additionally, it recommends involving a subset of team members in the creation of project artifacts and ensuring that all team members have the opportunity to review and critique them. The document advises crafting specific objectives and agendas for each meeting, making meetings as short as possible, and seeking external facilitation when necessary. Overall, the study provides practical advice for involving a team in project management activities efficiently and effectively.

#### INTRODUCTION

1. **MOTIVATION:** It aims to address the challenges of involving team members in project management activities without significantly increasing overhead. By finding ways to streamline processes and improve communication, project managers can enhance efficiency and productivity.
2. **PROBLEM STATEMENT:** Identifies the challenge of ensuring adequate team involvement without increasing overhead costs
3. **OBJECTIVES:** It aims to achieve the following:
  - Identify strategies for involving team members in project management activities without increasing overhead.
  - Assess the obtained results in terms of efficiency and productivity.

## **METHODS**

Analyzing the available strategies and techniques mentioned in the document excerpts. How to involve team members in project management activities without increasing overhead. Describes the techniques employed in the analysis of strategies for efficiency improvement.

## **RESULTS**

Situations where these strategies proved to be most effective. Limitations or challenges faced during the execution of the strategies and whether these methods proved to be successful or not.

## **CONCLUSION**

## **REFERENCES**