• V Topic 2: Project Management Fundamentals.

How to manage a project:

• Planning is essential:

"I always start by defining the goals, setting a timeline, and breaking the project into smaller tasks."

• Using tools and methods:

"I use tools like Trello or a simple to-do list. I also like using the SMART method – Specific, Measurable, Achievable, Relevant, Time-bound."

• Team coordination:

"Good communication and clear role distribution are key to working efficiently with others."

Flexibility in project management:

• Adapting to change:

"Flexibility means being able to adapt if something unexpected happens, like a team member being sick or a deadline being moved."

• Open to feedback:

"You have to be ready to improve things as you go, especially if clients or teachers give you suggestions."

With vs. without a manager:

• With a manager:

"The manager provides direction, helps with organization, and solves conflicts. It's easier to stay focused."

• Without a manager:

"The team needs to be more independent and organized. Everyone must take responsibility and communicate more."