

MGMT 1223 – Assignment #3

Working as a Team - Automatic Groups of 5

Before beginning this assignment, you should have completed the following:

1. Completed reading pages 55 to 81 in the course textbook, in addition to any extra resources in the Weekly Overviews or provided by the professor.
2. Accurately answer review questions 30 to 35 on page 89.
3. In-class activities and discussion.
4. Generative-AI is not permitted for use on this assignment.

Steps to Complete this Assignment:

1. Read this entire document carefully.
2. Download the rubric file and complete the self-assessment before you submit this assignment. Failure to submit a thoughtfully completed self-assessment will result in –25% of the achieved grade.
3. Submission Guidelines:
 - a. You are to submit a pre-recorded presentation in a recorded video. Hosting an MS Teams call is an easy way to present and record.
 - b. The **MAXIMUM LENGTH** permitted is 10-minutes.
 - c. A visual aid (such as PowerPoint) must be used.
 - d. If you need any advice on creating a recording, talk to your professor.
4. Complete and submit the following:
 - a. This assignment aims to evaluate your understanding and knowledge of working collaboratively as a team on a school project. Effective

teamwork is essential for successful project completion and achieving shared goals. Practicing effective teamwork in school is an *essential part* of developing your professional self, as you will always be working with others in teams and collaborations in your career. Better to learn how to now, than when your paycheck depends on it. This assignment will assess your comprehension of various aspects of teamwork in a school project setting.

- b. Task 1: Team Formation and Roles – Describe the process of team formation according to Tuckman’s model. Discuss the importance of defining roles and responsibilities within the team.
- c. Task 2: Communication and Collaboration - Explain the significance of effective communication and collaboration within a project team. Discuss potential communication challenges, and effective methods to mitigate or avoid those challenges. Identify notable examples of tools or techniques you would employ to facilitate communication and collaboration among team members.
- d. Task 3: Goal Setting, Planning & Task Delegation - Describe the process of setting project goals and creating a comprehensive plan for a school project. Discuss the importance of goal alignment and establishing clear milestones and deadlines. Explain a meaningful process of task delegation within a school project team. Discuss the importance of assigning tasks based on individual strengths and ensuring a fair distribution of workload.
- e. Task 4: Conflict Resolution and Team Dynamics - Describe common conflicts that arise in school project teams and explain how you would approach resolving or avoiding such conflicts. Discuss meaningful strategies for promoting a positive and collaborative team dynamic.

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- f. Task 5: Evaluation and Reflection - Discuss the importance of evaluating the team's performance and reflecting on the project's outcomes. Explain how you would assess the team's success and identify areas for improvement.

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