## How to structure a project

Project organization requires the deliberate integration of team strategy. Consider the following steps when structuring a project:

### 1. Identify project members

When starting a project, identify each member that participates in its development. Think about people you want to invite to join the team and any additional roles needed. When you recognize each member of the project, you acknowledge the individual talents and perspectives they add. Identifying members make it easier to assign responsibilities to each individual.

### 2. Set goals

Goals focus team members on particular tasks that help contribute to the project. Teams that have goals share a similar purpose and work toward achieving mutual tasks. Consider using a SMART framework to help plan out goals.**Read more:**[**SMART Goals: Definition and Examples**](https://www.indeed.com/career-advice/career-development/smart-goals)

### 3. Create a timeline

Timelines are a good way to track progress and stay punctual as a team. They outline project milestones and provide due dates as to when the team wants to achieve each goal. Timelines can focus on a week, a month or a year depending on how specific the team wants to be.

### 4. Train project members

An effective team is adequately trained and well-educated in their roles. When working on a project, make sure each team member is thoroughly trained and feels confident in their work. Initial training provides a great foundation for a project. Meanwhile, ongoing training provides team members with the opportunity to continue learning and expanding on their expertise.

### 5. Assign responsibilities and roles

When you begin your project, assign obligations and roles to each team member. With predetermined duties and functions, members know how to participate in the project and what work to produce. Roles might develop over time and some team members might gain additional responsibilities.

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## Tips for organizing projects

Here are several tips to help you make sure your team stays on track:

### Encourage feedback

Feedback lets a team member understand their overall performance toward completing a team project. Feedback provides each member with an evaluation of how to improve and what to continue doing well. Useful feedback is constructive and respectful and allows the team members to learn about the effectiveness of their project contributions. Team members should also feel comfortable giving feedback to their supervisor or project manager to ensure leadership is effective.**Related:**[**The Important of Positive Feedback and How to Deliver It to Others**](https://www.indeed.com/career-advice/career-development/importance-of-positive-feedback)

### Meet often as a team

After the initial stages of a project, most members will begin their independent responsibilities. Team members who work on their tasks individually are often productive and focused. However, it is also essential for the team to continue to meet to encourage group reflection and feedback. These meetings give team members a chance to ask questions or for help.

### Reorganize when necessary

Consider reorganizing your team member structure and project organization approach if you find it better fits your project. Revision is a good way to adapt to changes and respond to feedback positively.

### Use programs and digital tools

There are many programs, software and digital tools available for project organization. Consider investing in a program that helps organize all your information and simplifies communication. Some tools focus on goal setting while others are used more for instant messaging.

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