COMP2910

Project Management Lab #1

April 27, 2016

## Learning Objectives:

* Teams use structured meeting techniques
  + to start building your team
  + to develop guidelines for project management
* Teams use structured brainstorming techniques to develop a Team Charter
* Begin brainstorm of Project Ideas

This lab has 3 parts. Each part should take about 35-40 minutes. Your lab instructor will lead you through each part. Do not go ahead to the next part until told to do so.

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## [Part 1: Effect](#toc)[ive Meetings](#toc)

### Key Points

* Every time you get together with your team you are having a ‘team meeting’.
* Effective, motivated teams
  + *Both are achieved through involvement in planning and problem solving*
* Effective, motivated individuals
  + Getting to know ourselves
  + Getting to know each other
* Best teams use strengths of all members
* Everyone has strengths
  + experience
  + ideas
  + personal strengths in relating to others
* Start new teams by making strengths understood and accessible

### Activity: Preparing for your first meeting (~10 minutes)

Individually, and thoughtfully, write down your answers to these questions:

|  |
| --- |
| 1. The characteristics of my BEST project experience were…  * Everyone contributed * We got the project done way ahead of time * We split the tasks up fairly * We accomplished more then I thought we would * Everyone was happy at the end  1. The characteristics of my WORST project experience were…  * Nobody wanted to work on the project * Couldn’t find anyone to work on the project at the same time * We completed everything at the last possible moment  1. The EXPERIENCE I bring to this team is…  * Built a couple of HTML games in the past / CSS / JavaScript /  1. Some of my STRENGTHS and WEAKNESSES are…  * Strengths: flexible, can work with other schedules * Weaknesses: workaholic, should get more input of the group  1. The main thing I WANT to get from being part of this team is…  * I would like to complete a project I can showcase on my portfolio |

### Activity: Conducting your first meeting (~30 minutes)

**Take turns being facilitator, and recorder.**

1. **Purpose** – To start team building

2. **Agenda**

* Share and discuss your answers to the sentences above (25 min.)
* Then agree on 3 or 4 guidelines for Project Management (5 min.) (These guidelines may help your Team Charter later!)
* Write on flipchar

3. **Facilitator** - follow agenda, stay on time, ensure everyone is listened to

4. **Recorder** - directly onto flipchart (do not copy from small notepaper)

5. **Participation** - listen to each other

6. **Debrief** – each group share highlights with class

## [Part 2: E](#toc)[ffective Teamwork](#toc)

### Brainstorm Guidelines

* List every idea on flipchart
* Do not discuss
* Do not judge
* Repetition is OK
* Set a time limit (& stick to it)

### Activity: Brainstorm Exercise (~10 minutes)

Topic: Uses for old CD’s

* + select facilitator (time-keeper)
  + select recorder
  + 2 minutes
  + follow the rules
  + Debrief: each group share highlights with class

### Activity: Creating a Team Charter (~30 minutes)

1. Brainstorm (5 min)
   * Behaviors, qualities, practices of an effective project team
   * Desired practices and behaviors (norms) that could become a guide for how you work as a team
2. Develop a “team charter” (20 mins)
   * Every group will develop it’s own culture or personality
   * Teams are more effective if they agree on a preferred culture or philosophy of operations
   * By consensus, agree on 10-12 items.
   * Organize items.
3. End of Meeting Process Review (10 min)
   * In your opinion, how did this meeting go?
   * Debrief: each group share highlights with class

## [Part 3: P](#toc)[roject Idea Brainstorm](#toc)

### Activity: Project Ideas (~30 minutes)

Using all the principles and techniques you have learnt so far, come up with a project idea.

* Brainstorm
* Discuss
* Summarize
* Roles: facilitator, timer, recorder

How did your first Project Meeting go?