



# MANAGING PROJECT TEAMS

When a project is too big for one person, you can organize a project team. Knowing how to work effectively on project teams is critical for college, for work, and for life. Working in teams requires that you think about getting along with others, bringing out their best efforts, and getting the project done well and on time.

Here's a checklist of actions that experts say will increase the success of your team. Investigate tools such as Web 2.0 services and applications that can be used to support each item.

Checklist	Tips	Tools
<input type="checkbox"/> Build a diverse team.	Put together teams with people from different backgrounds, genders, and experiences—you'll get more creative problem-solving.	
<input type="checkbox"/> Introduce and orient team members.	Make sure everyone understands the goal and is committed to its success.	
<input type="checkbox"/> Conduct team meetings.	Whether meetings are face to face or online, be sure to take notes and distribute them afterwards.	
<input type="checkbox"/> State goals and outcomes.	Make sure everyone is headed in the same direction.	
<input type="checkbox"/> Define roles	Play to each person's strengths. The roles needed will vary with the project, but always make one person the project manager.	
<input type="checkbox"/> Assign tasks	Tasks are usually matched to roles, but it's okay if someone wants to do a task that is not part of his/her role. Make sure all tasks are assigned.	
<input type="checkbox"/> Schedule the work: use a timeline and checklist	Make sure there is time to complete each task. Have the team manager give reminders. Let your team know when you have finished a task.	
<input type="checkbox"/> Keep the team's work in a central place.	Store the work where all members can reach it. Keep backups. Save previous versions of your work in case you realize you did it better the first time.	
<input type="checkbox"/> Plan what to do if the project gets off course or there is conflict.	If your team cannot work out a solution, this may mean going to your teacher for advice.	
<input type="checkbox"/> Have a method to reach group decisions.	Listen to everyone's opinion before choosing the best course of action.	
<input type="checkbox"/> Show appreciation for good work.	Everyone wants to see his/her effort acknowledged by others, so go ahead and say "nice job!"	