



Project Management

Group projects require a lot of coordination. Here are a few strategies to successfully manage your next group project.

Getting Started

- Schedule an initial meeting
 - Assign roles and responsibilities to each member including selecting a leader
 - Determine when you will meet regularly
 - Take notes during meetings that are shared with the group
 - Choose a communication method for the group, such as email, Slack, or GroupMe
- Develop group leader expectations
 - Be clear and fair with assignments
 - Follow up with other group members
 - Monitor each group member's progress
- Choose a system to organize the group
 - Organize, share, and collaborate on project documents and research
 - Try options such as Google Shared Drives, Trello, Pocket, or Gantt charts
- Create a timeline for the project
 - Break down the project into manageable pieces
 - Determine specific deadlines for each portion
 - Check in on the project progress and troubleshoot any issues that arise

Finalizing the Project

- Allow enough time to pull everything together
- Assign one person to review the final project to ensure a cohesive voice
- Review research and citations
- Determine each group member's role and practice together if you have a presentation
- Reflect on your first-hand experience for evaluating your group members' contributions

For more information on project management, make an appointment with an [academic coach](#). Appointments are available in person at the [Student Success Center](#) or online.