

# Group Logistics

## Managing Self Directed Teams

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In classes and professional positions you will often work on a self-directed team, which means you don't have a direct manager or boss keeping a close eye on everything you do. In particular, if you are collaborating with people from other organizations there will be no one person with authority over others. Therefore, in class projects (and professional settings) you will need to decide how you want to operate to be effective and avoid problems. Here are some tips to help your group.

- Assign a coordinator: if someone has project management or leadership experience, don't be afraid to assign someone the task of keeping the team on track.
- Take turns leading: assign different people to lead different phases of the project if you have multiple people interested in this; it's good experience but requires more coordination.
- Talk about group expectations: discuss work habits, timelines and getting assigned tasks completed. One of the most common tensions relates to people not getting assigned work done on time for the group. If this happens discuss this missed deadline as a group.
- Be efficient: Develop an agenda for each meeting, assign a facilitator, assign tasks at the end of each meeting, and check in on how the meeting went. Meeting facilitation is a good role to rotate so that everyone gets experience.
- Affirm each team member's unique experiences, points of view, knowledge and opinions: use your different perspectives to collaborate and develop creative solutions.
- If problems emerge: discuss them or meet with your instructor to discuss the issues. Sometimes small issues grow into big ones when you approach pressures and deadlines. **Check with your instructor: (1) Will there be a team check-in? (2) Will the instructor having you assess your peers' contributions at the end of the term?**
- Leave time for report refinement: expect to re-write, edit, improve the layout, change the design, identify new information needs, etc. Groups often get into trouble because they don't leave enough time at the end for compiling and refining their work.

## Some Key Steps

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- Complete the group expectations worksheet (next Group Logistics Worksheet).
- Map out the project milestones and deadlines (see Project Management Section).
- Set up a meeting schedule.
  - › If possible set your meeting dates for the entire term.
  - › It's easier to cancel or have a short meeting than schedule a new one.
- Check in with each other on how your group is working.

## Group Logistics Worksheet

### Team Expectations

What grade do I want to get in this class?	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	Pass <input type="checkbox"/>	Don't Care <input type="checkbox"/>
On a spectrum, how do you typically work on a major project (try to be honest)?	Work through it steadily <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delay and work hard at the very end <input type="checkbox"/>
What constraints do you have on your time and schedule? (work, family, other classes, other events)					
What do you hope to gain from this group assignment?					
Other Issues: > How do you prefer to communicate? > What do you like/not like about working on teams?					

### Quick Schedule Planner

<b>Availability for regular meeting times</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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### Example of Team Operating Guidelines

Discuss the following points with the members of your team and tick those with which you ALL agree. Sign and date your copy.

- I will contribute and share my ideas equally with other team members.
- I will listen to and value the ideas of other team members.
- I will be open to new ideas and to different ways of working.
- I will encourage other team members.
- I will give feedback in the form of constructive criticism.
- I will bring a positive attitude to teamwork in this project.
- I will complete tasks assigned within the group on time.
- I will attend all team meetings decided on by the group.
- If delayed, I will advise the other members of the team in advance.
- I will do my share of the work associated with the team project.
- My contributions will equal (or exceed) others in quality.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_