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Present Your Best Side

How To Do a Group Project – Quick Notes

Prepared By: Group 1 – MGMT 270

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1. **Group formation**
   a. Ensure group participation (use group contract)
   b. To get good groupmates, be a good group mate. Build relationships; these will help you more easily find group mates for future group projects.
      i. Give 100% effort
      ii. Communicate
      iii. Be honest
      iv. Be prepared
      v. Be reliable
      vi. Own the assignment
   c. REMEMBER: you will build a reputation. Your behaviour with the rest of your group mates and your level of participation will identify you and will help others determine if they want to work with you or not in future groups. You are the author of your own success.

2. **Group development and progress**
   a. Communication is key!
      i. Let your group know if you are having problems or can't make it to a meeting. Try always to attend and participate.
   b. Create a group contract for everyone to sign
      i. What do we expect from our group mates?
      ii. What will we do if someone doesn't contribute?
      iii. When will we contact the teacher?
      iv. What are the consequences?
      v. REMEMBER: Your reputation doesn't appear only on a peer review. You want to be the student other students want to work with.
   c. Pick a regular meeting time
      i. It will be hard to coordinate group meetings when students are not only working outside jobs, but also dealing with group work in other classes. Time zones may also be a factor.
      ii. You are here to learn. Make every effort to find an agreeable meeting time and you will see success.
   d. Use instant messaging for general communication and effective progress with your project
      i. WhatsApp, Facebook Messenger, private Brightspace discussion group that instructor provides (make sure notifications are turned on).
   e. Utilize a communal meeting platform
      i. Video conference
         1. Google Meet, MS Teams, BlueJeans, Zoom
      ii. In-class meetings
         1. Some students in your group may be studying remotely. They can participate through video conference tools and still be successful.
   f. Take advantage of sharable platforms like Google Drive for document sharing

    g. Vote in a group leader, a group communicator, and a note-taker to keep track of things at meetings.

    h. Maintain a running task list and keep it updated

    i. Conflict management

        i. Follow steps in group contract and contact instructor.

        ii. Be honest and deal with issues quickly and gently. These fellow students may wind up being coworkers outside of school time

        iii. REMEMBER: DO NOT be the student that others have issues with. Be humble; be responsible; be kind. As adults in the workforce, we will all have to know how to communicate effectively and resolve issues with others. Practice right here.

3. Doing the work

    a. What are you supposed to deliver?

    b. Is everyone aware of the expectations?

    c. Brainstorm ways of accomplishing the task

    d. Mutually agree on an option and go with it

    e. Split up the work evenly and help each other

    f. Utilize outline in textbook to assist with framework of project

    g. Utilize email to communicate regularly with your instructor.

    h. If you have a client, don't be afraid to ask any questions necessary to ensure a successful outcome.

4. Create project in phases

    a. Your teacher will likely have these phases, or parts, laid out for you.

    b. If not, make a group plan and set goals to accomplish work by certain deadlines.

5. Utilize documentation to prepare business plan if necessary

    a. Some projects will not require a final report or business plan. But if you need one, start working on it at the beginning of your project.

    b. Keep notes and build your presentation to include:

        i. Introduction

        ii. Executive Summary

        iii. Body

        iv. Conclusion

        v. References

    c. REMEMBER: Your instructor will be clear on their expectations of what they want you to do, and if it's unclear, ask them for clarity.

6. Prepare presentation (***not all projects will require a presentation***)

    a. A variety of presentation platforms are available

        i. Online presentation: Adobe Spark, PowerPoint, YouTube

            1. You can also present in online class using BlueJeans with screen-share to present slides

        ii. In-class presentation: Check with instructor regarding available tools

b. Use scripts to state only the necessary information required to make your points
        i. Speak slowly and clearly

c. Keep PowerPoint slides simple and DO NOT read directly off the slides.

d. Practice, practice, practice
        i. This is important!! Allow others to help you speak clearly. Embrace feedback from group mates during practice.

e. Keep refining your presentation until you can stay within the allotted time allowed by the instructor
        i. Leave room for questions from client

f. Designate a team member to field after-presentation questions

g. Consider questions that may be asked by the client and prepare answers for them.

7. Present presentation

a. Anticipate problems and setup times

b. Everyone has a role

c. Be prepared to answer questions that come

d. REMEMBER: Dress professionally for your presentation

8. Use presentation feedback to amend and enhance final business plan

a. If you have a client-based project, your client will possibly receive your end product. Make the effort to enhance your final report to include information that arose from the question-and-answer time.

9. Group evaluation: do this in a private meeting right after your presentation is over

a. What went well?

b. What was difficult?

c. How do you think the client liked the project?

10. Have a group celebration after all work has been submitted to instructor

a. Pizza party!!

b. This can be a good time for informal group discussion about things that could have gone better with the group. If you made it to this stage, then congratulations!! You had an excellent group, and you were an excellent, dependable, honest, reliable team member!!!!

11. SEE YOU IN CLASS