Objective of session

- To form project teams
- To highlight some organizational issues that arise when working in a team
- To begin work on Project Management Plans
- To begin work on Assignment 1 – Functional Specification

Assessment

This session will not be assessed

Activity 1 – Formation of Teams [10 mins]

Organise yourselves into groups of three or four. These groups will form your teams for the rest of semester 1. This team will be responsible for developing the conference system.

Activity 2 - Components of an Effective Team [50 mins]

Effective teams don’t just happen. There is a definite structure to an effective team. An effective team has elements highlighted in Figure 1:

In class visit the Turner Associates and Christie Communications Web site http://www.christie.ab.ca/Course/tbintro.htm#Components. Discuss what the following terms mean for your team.

- Goals:
- Roles:
- Procedures and Norms:
- Relationships:
- Boundaries:
- Assessment and Management:
Appoint one member of the group as a team leader and another as the meeting secretary who will minute the group’s meetings. As part of your first meeting decide on the goal of your team, the roles each individual will play, and norms that are expected and procedures that should be followed. Look at the tip sheet in Appendix 1 for working together as a team, can you team add to this tip sheet? Organize regular meeting times.

**Activity 3 – Case Study/Project Plan [1 hour, 45 mins]**
The team has a number of deliverables to produce in semester 1. Find out what these are and produce a Project Plan [see IMS2501 Student Guide for details of what a project plan comprises] for the case study issued in week 1. Your tutor will confirm whether the initial project management plan is on the right track. Commence work on Assignment 1- Functional Specification. You must interview the conference organizers (studio academic and/or tutor) to clarify any issue and to obtain further details.

**Activity 4 – Reflective Journal Entry [15 mins]**
Send an email to your tutor and studio academic with subject heading “IMS2501 Reflective Journal Entry – Student ID”

Express your expectations of this subject, and include a reflection on what has happened in your first week of IMS2501 and lessons learnt to date.

**Preparation for next week**
- Prepare project management plan presentation for next week
Appendix 1 - TIPS FOR WORKING SUCCESSFULLY IN A GROUP

Meet people properly. It all starts with the introduction. Then, exchange contact information, and make sure you know how to pronounce everyone’s names. Exchange phone #s, and find out what hours are acceptable to call during.

Find things you have in common. You can almost always find something in common with another person, and starting from that baseline, it’s much easier to then address issues where you have differences. This is why cities like professional sports teams, which are socially galvanizing forces that cut across boundaries of race and wealth. If nothing else, you probably have in common things like the weather.

Make meeting conditions good. Have a large surface to write on, make sure the room is quiet and warm enough, and that there aren’t lots of distractions. Make sure no one is hungry, cold, or tired. Meet over a meal if you can; food softens a meeting. That’s why they “do lunch” in Hollywood.

Let everyone talk. Even if you think what they’re saying is stupid. Cutting someone off is rude, and not worth whatever small time gain you might make. Don’t finish someone’s sentences for him or her; they can do it for themselves. And remember: talking louder or faster doesn’t make your idea any better.

Check your egos at the door. When you discuss ideas, immediately label them and write them down. The labels should be descriptive of the idea, not the originator: “the troll bridge story,” not “Jane’s story.”

Praise each other. Find something nice to say, even if it’s a stretch. Even the worst of ideas has a silver lining inside it, if you just look hard enough. Focus on the good, praise it, and then raise any objections or concerns you have about the rest of it.

Put it in writing. Always write down who is responsible for what, by when. Be concrete. Arrange meetings by email, and establish accountability. Never assume that someone’s roommate will deliver a phone message. Also, remember that “politics is when you have more than 2 people” – with that in mind, always CC (carbon copy) any piece of email within the group, or to me, to all members of the group. This rule should never be violated; don’t try to guess what your group mates might or might not want to hear about.

Be open and honest. Talk with your group members if there’s a problem, and talk with me if you think you need help. The whole point of this course is that it’s tough to work across cultures. If we all go into it knowing that’s an issue, we should be comfortable discussing problems when they arise -- after all, that’s what this course is really about. Be forgiving when people make mistakes, but don’t be afraid to raise the issues when they come up.

Avoid conflict at all costs. When stress occurs and tempers flare, take a short break. Clear your heads, apologize, and take another stab at it. Apologize for upsetting your peers, even if you think someone else was primarily at fault; the goal is to work together, not start a legal battle over whose transgressions were worse. It takes two to have an argument, so be the peacemaker.

Phrase alternatives as questions. Instead of “I think we should do A, not B,” try “What if we did A, instead of B?” That allows people to offer comments, rather than defend one choice.

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