

DIY

Do-It-Yourself Tools for Group Projects

Awareness: Good communication and conflict management can contribute to a successful group project.

Prevention: Get to know each other. As a group, identify tasks, roles and timelines. If problems do arise, use an approach of *early intervention*.

Discuss the Project Goals and Expectations

- What are the components of the project? What will your final product be?
- How will your group meet the requirements? How often and when will your group meet?
- What grade do you expect to earn? What do you need to do to earn that grade?

Get to Know Each Other

- What can each person bring to the project: discuss what each person is good at; what does each person like to do?
- What outside commitments do group members have that might impact the project?
- Who is willing to be the convener/facilitator?

As a Group, Identify Tasks, Roles, and Timelines

- Identify all tasks and deadlines necessary to complete the project. Use specific dates.
- Choose tasks based on your skills, preferences, and availability. Agree that it is critical that each person do their part.
- Establish a clear timeline for the intermediate check-ins and individual pieces, as well as the finished product.
- Determine when and the method to use to check in with each other. Share contact information.

Early Intervention: If you aren't able to resolve the issues yourselves, reach out to others for advice and assistance.

Keep the Project Moving

- Stay in contact to report progress, especially if things aren't going well.
- Offer support to those who are struggling with their part, and stay focused on the timeline.
- Talk with group members, the professor, TA, or [SCRC](#) if you need help to stay on task and complete the project successfully.