

# Project Plan for Groups

When working in a group it is crucial to identify **clear targets and deadlines**. It needs to be known by all members of the group that everyone has a share in this process and that certain “milestones” need to be achieved and time appropriately organised. To identify these, you can start off with **Mind Maps** where all group members brainstorm and start organising their ideas. Afterwards a more structured approach is needed to finish the task within time.

Here is an example of a project plan for a group working on a common task (source: Hartley & Dawson, 2010):

Week	Need to do	Project milestones
1	<b>Meeting 1</b> Make introductions and agree on ground rules Share initial ideas on the project Agree who will do what	Share contact information Agree on ground rules
2	<b>Meeting 2</b> Agree on the topic Agree on how to approach it Allocate individuals to areas and tasks	Agree on topic and approach Delegate members to specific areas to research
3	<b>Meeting 3</b> Discuss research and progress so far Decide what further research is necessary	Track progress
4	<b>Meeting 4</b> Compare results of research of all members Discuss overall format of presentation i.e., PowerPoint, Prezi etc. Decide on extra material i.e., layout of hand-out,	Complete research Decide on conclusions Agree format of presentation
5	<b>Meeting 5</b> Report progress on sections and hand-outs Review action plan	Track progress Modify process if needed
6	<b>Meeting 6</b> Compile material into final presentation and hand-out Final rehearsal of the presentation	Agree and rehearse presentation
7	<b>Meeting 7</b> Make sure everything is in line with the assignment criteria Final rehearsal of the presentation	Rehearse final presentation

**Tip!** Make sure your group allocates enough time for research, writing up, rehearsal and polish the presentation or paper. Additionally, modify this project plan in accordance to your own needs i.e., add another column to identify individual task for each group member.