

Team Project - Team Mechanics and Best Practices

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1. Now that your team is fully functioning, how is team leadership being handled?

Leadership, within group 4, first began with the assignment of our Project Manager. From there each team member was assigned project leadership positions. This is not to say that the value and experience of each member is set aside, but rather encouraged and nurtured within the team through the free exchange of ideas and leadership experience. As a result, a positive synergy has been created, and continues to grow.

2. What are the ground rules for your team?

Our ground rules include a positive commitment to our assignments, responsibilities, and each other, even if we are unavailable. The use of the Slack App allows our team to publish the minutes of each meeting so those not present are able to catch up with the team's discussions. The use of the team calendar allows the team to schedule their off-air time so that each team member is aware of any absenteeism associated with our various personal schedules.

3. How do you plan decisions, track decisions, and manage change relating to scope, time and cost?

Decisions are developed from the use of a Risk Action Interdependencies and Decisions (RAID) log. This log helps document risks, actions, their impact, and the decisions made. This helps each team member understand who has been chosen to do what and the final disposition of each action. In addition, a control change form is used to manage any change related to scope, time, and cost.

4. How often do you meet and under what conditions?

Group 4 meets every Thursday at 8:00 pm EDT for a minimum of 1 hour via Skype teleconference. Our meetings begin with a review the previous week's assignments and is

completed by discussing the next assignment requirements. This allows us the opportunity to accept project assignments and discuss our individual assignment requirements. In addition, the project team has a team discussion board which allows each of us to communicate 24 hours a day via the SLACK App.

5. How have you established and cultivated a shared vision?

Group 4 initial kick-off meeting was clouded by an air of tension and confusion but, through an honest and open discussion, we all realized that we had the passion and talent to overcome this initial friction and believe in our potential for success. We continue to cultivate our shared vision by working openly across multi-cultural boundaries. In the beginning, it was certainly a stormy phase, but now, we are enjoying the performing phase.

Group 4's Best Practices

- The use of social media and software applications to support open communication
- The use of Drop Box to support the open sharing and editing of project assignments
- Sharing of personal and professional knowledge, experiences, and ideas
- Support and encouragement of each team member