

GROUP PROJECT

Group Project Assignment:

Find information on a company (can be in any field), survey on their product/service and searching for the possibilities of improving their current business.

The purpose of the group project is to use a structured approach to project management in a team setting. Each group (3 people per group) will prepare a project charter, a WBS, a Gantt chart in any project management tools, project status reports, and a final group project report and presentation.

Each group will hand in a project notebook that includes the following:

1. Cover page and detailed table of contents. List the project name, team members, and date on the cover page of the notebook. Be sure to number all pages, which should provide a reference for the table of contents. You may include tabs or dividers between major sections of the notebook.
2. A project report. This report should include a project description, referrals to the work produced (provided as an attachment if any), and an explanation of the project management process used. Students should also describe what was done in project initiation, planning, executing, controlling, and closing, and discuss the tools and techniques of project management that they used.
3. Project management documentation. Include a final Gantt chart (created in any project management tools) reflecting actual work done on the project, including task dependencies and resource assignments. You may use the tracking tool to compare your planned and actual progress. Project documentation should also include a project charter, communications plan, responsibility assignment matrix, status reports, and so on.
4. Report of survey. Include the company's background, its current process, what is wrong or what can be improved from their current process, and a conclusion.
5. Attachments with hard copies of all product-related materials (if any).
6. A reference page including a bibliography of any materials used for the project.

Self Assessment:

Students are also required to write a one to two-page self-assessment based on their group project, answering the following questions:

1. What were your roles and responsibilities on the group project? How were they

decided?

2. What did you learn about project management by doing the group project?
3. What did you learn about teamwork by doing the group project?
4. What would you have done differently? What will you remember to do on the next project you work on after this experience?
5. Briefly assess each team member's performance. If you had to give them a grade, what would it be? If you had 100 points to allocate to your team, how would you allocate them?