**Managing your group project: Deciding and recording the details**

Make, keep and share good records of project details and decisions. You may find it helpful to draw on chapter 8 to do this.

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| **Project name** | | | | | | |
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| **Project team** | | | | | | |
| **Name** | | | **Phone** | | **Email** | |
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| **Tutors** | | | | | | |
| **Name** | | | **Phone** | | **Email** | |
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| **Project communication details** (see pages 175 and 188) | | | | | | |
| Email address |  | | | Chat room address | |  |
| Blog address |  | | | Wiki address | |  |
| E-messenger address |  | | | Website | |  |
| Twitter |  | | | Other | |  |
| Shared electronic space (e.g. Dropbox) |  | | | Other | |  |
| Other |  | | | Other | |  |
| **Roles and responsibilities (see pages 176 and 188)** | | | | | | |
| **Role** | | | | **Who** | | |
| Project Manager | | | |  | | |
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| **Project brief** (see page 188) | | | | | | |
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| **Project outputs** (e.g. project website, reports, posters, leaflets, presentations) | | | | | | |
| **Item** | | | | **Details** | | |
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| **What matters to group members?** (see pages 180-182 and chapter 9) | | | | | | |
| **Issue** | | | | **What we will do about it as a group** | | |
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| **Ground rules for the project team** (see especially pages 175, 185 and 188) | | | | | | |
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| **Assessment criteria** (list criteria that will be used by the course to evaluate the project) | | | | | | |
| **Criteria for tutor grading (list below)** | | | | **How we will address each criterion** | | |
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| **Group skills audit** | | | | | | |
| **Skills/ experience/ knowledge we need/ could use** | | | | **Which group members are strong in this area?** | | |
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| **Group decisions** | | | | | | |
| **Type of decision** | | **What we decided** | | | | |
| Project title | |  | | | | |
| Project methodologies | |  | | | | |
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| **Project resources: websites to use** | | | | | | |
| **Web address** | | **Useful for** | | | | |
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| **Project: resources and tools** (e.g. apps, shared space, search engines, etc.) | | | | | | |
| Resource/ tool | | Use for | | | | |
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| **Project schedule** | | | |
| **Task** | **Details** | **By whom?** | **Deadline (time/date)** |
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| **End of project: date** |  | | |

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| **Group presentation** (see pages 190-194) | | | |
| **Date and time** | |  |  |
| **Location** | |  |  |
| **Total time for our presentation** | |  |  |
| **Time per person** | |  |  |
| **Order of presenting** | | | **Material to present and/or role in presentation** |
| **Order** | **Name of group member(s)** | |
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| **Practice run: issues to address** | |
| **Issue to address** | **How we will address this** |
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| **What did we learn as a group?** | |
| **Aspect: what we did** | **What we would do differently and why** |
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