**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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