**The Group Project Survival Guide**

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<http://www.babson.edu/Academics/teaching-research/group-project-survival-guide/Pages/home.aspx>

**…an introduction to the Group Project Survival Guide**

**Effective Teamwork in Student Groups**

* Clarify Expectations at the Beginning of a Project (4:33) – describes five key questions you should ask each other before starting a group project.
* Get to Know Each Other Before Starting Work (1:35) – describes ways to jumpstart and build positive relationships between team members.
* Define Task and Process Roles (3:47) – describes ways to define roles and responsibilities that result in high-performing teams.
* Stay Connected Throughout the Project (3:08) – describes the various social network patterns that typically emerge in group projects, and how to avoid interaction problems.
* Deal with Conflict Early (4:30) – describes the various stages of team development (Tuckman) and the importance of anticipating and managing emerging conflict.
* Schedule an Appropriate Number of Productive Meetings (3:05) – describes five tips how to plan and conduct effective and efficient project meetings.
* Put it All Together with a Clear Plan (2:12) – most project teams tend to split up the work and then combine individual effort later—this presentation gives advice on how to make this divide-and-integrate strategy work.
* Avoid Doing Things at the Last Minute (2:44) – describes ways to avoid pulling all-nighters just before the project is due.

**Managing Conflict in Project Teams**

* The Nature of Conflict on Project Teams (4:21) – describes the difference between task and interpersonal conflict
* Dealing with Conflict: Five Individual Styles (4:56) – describes the Thomas-Kilman model of individual conflict-handling styles (forcing, accommodating, compromising, collaborating, and avoiding). There is also a link to a web-based survey to determine your dominant style.
* Effective Strategies for Managing Conflict (5:18) – describes six strategies to anticipate and manage emerging conflict on teams.

**Problematic Behavior on Project Teams**

* General Advice for Dealing with Team Problems (3:02) – describes an overall strategy to anticipate, avoid, and manage any type of problematic individual behavior.
* The Free Rider (4:11) – how to manage team members who don’t contribute their “fair share” to the project
* The Dictator (4:15) – how to manage team members who try to overtly control the entire project through aggression and intimidation
* The Closet Dictator (2:27) – how to manage team members who secretly try to control the entire process
* The Do-It-All (4:12) – how to manage team members who try to complete the entire project themselves instead of sharing work with the entire team
* The Procrastinator (3:37) – how to manage team members who wait until the last minute to complete their part of the project
* The Socializer (3:05) – how to manage team members who would rather chat in meetings than work on the project
* The Poor Student (4:48) – how to manage team members who might not be as strong academically as other team members
* The Quiet Student (4:24) – how to manage team members who through personality or language difficulties contribute less than they could in team meetings
* The Complainer (4:08) – how to manage team members who spend more time complaining about the project (and course) than working on it.