DIY
Do-It-Yourself Tools for Group Projects

Awareness: Good communication and conflict management can contribute to a successful group project.

Prevention: Get to know each other. As a group, identify tasks, roles and timelines. If problems do arise, use an approach of *early intervention*.

Discuss the Project Goals and Expectations

- What are the components of the project? What will your final product be?
- How will your group meet the requirements? How often and when will your group meet?
- What grade do you expect to earn? What do you need to do to earn that grade?

Get to Know Each Other

- What can each person bring to the project: discuss what each person is good at; what does each person like to do?
- What outside commitments do group members have that might impact the project?
- Who is willing to be the convener/facilitator?

As a Group, Identify Tasks, Roles, and Timelines

- Identify all tasks and deadlines necessary to complete the project. Use specific dates.
- Choose tasks based on your skills, preferences, and availability. Agree that it is critical that each person do their part.
- Establish a clear timeline for the intermediate check-ins and individual pieces, as well as the finished product.
- Determine when and the method to use to check in with each other. Share contact information.

Early Intervention: If you aren't able to resolve the issues yourselves, reach out to others for advice and assistance.

Keep the Project Moving

- Stay in contact to report progress, especially if things aren't going well.
- Offer support to those who are struggling with their part, and stay focused on the timeline.
- Talk with group members, the professor, TA, or SCRC at www.sos.umn.edu if you need help to stay on task and complete the project successfully.

This resource is brought to you by the Student Conflict Resolution Center.