



Team Project Management MRI Roundtable

Inspired and Supported by Skyline Exhibits

A Team 2220 Gold-Level Sponsor

Split into Groups

Pair up with a team member

Find another group of two from another team

Find another group of four from two other teams.

What is Project Management?

- “The application of processes, methods, knowledge, skills, and experience to achieve the project objective.”
 - Breaking a project down into smaller, manageable parts
 - Timelines
 - Assigned roles
 - Keep project on track
- PM teams at companies break this into three parts to define the scope of the project:
 - Quality
 - Cost
 - Timing



Today's Objective:

Discuss each team's best practices in order to learn from one another's experiences

Organizational and Structural Best Practices of Team 2220

- To carry out any project, there has to be set principles of organization and structure to begin with
- Student leadership structure
- Weekly leads' meeting
 - Agendas
 - Notes
 - Action items

STAKEHOLDERS AND COMMUNICATION:

- Senior Management team
- Members: President's Direct Reports, Directors, Marketing Manager of Product Development, Financial Analyst?
 - Go / No Go decisions at Gate Meetings Presentations
 - Monthly updates at CPR Presentations

Small Group Discussion:

- How does your team organize student leadership?
- Does your team have specific leads' meetings? If so, how often are they?
- How does your team handle organization and documentation of team meetings?

Communication Best Practices of Team 2220

- Weekly update emails
 - Past and future meetings, goals for the week, announcements
- Remind System
 - Urgent scheduling changes, reminders
- Google Calendar
 - All meetings and events updated consistently
- Using Google Drive
 - Specific folders, uniform titling
 - Timesheets
 - Event and project submission forms
 - Project masterlist
 - Charts

TIME TRACKING

- EPM live will be used to track time against product development projects by
 - RD&I Department Members
 - Product development time spent by members outside of RD&I will be reported monthly into RD&I
 - Need clarification on updating of tasks.



Small Group Discussion:

- How does your team communicate about team meetings, training sessions, outreach events, etc?
- Where does your team store documents? Does everyone on the team have access to these documents?

Brainstorming and the Build Season of Team 2220

- On Saturday
 - Learn specifics on game rules
- On Sunday
 - Brainstorm the different types of robot strategies
- On Monday-Tuesday
 - Create criteria for what we want our robot to do
- Then we start to draft specific planning
 - Skyline ranking system spreadsheet

How to brainstorm

1. State problem (if possible, put it in the form of a question)
2. Scribe writes ideas down in visible location.
3. Each person has a paper and pen to record personal ideas so they are not forgotten.
4. Go around the room in order, one idea per person.
5. No speaking out of turn.
6. No evaluating of ideas.
7. No filtering of ideas. Hair-brained ideas generate real ideas.
8. Piggy backing on other ideas is encouraged.
9. Passing is ok.
10. When ideas start to slow down, open up for anyone to throw out an idea.
11. Listen to each other.

Small Group Discussion:

- How does your team decide your robot strategy?
- How does your team handle deciding your robot design?
- How does your team brainstorm?
- What can your team take from Skyline Exhibits' brainstorming process?

Skyline Exhibits' Advice

- To keep in mind
 - Timing of the project
 - Quality, cost, timing, scope

Skyline

Project Charter

- Answers the question:
Why are we doing this project?
 - The focus to help guide the project.
 - The motivation to keep going.
 - Identifies differentiation.

Skyline Exhibits' Advice Cont.

- Create set criteria for all of our projects
- To do so
 - Know your budget, time limit, manpower, resources





Ending Questions
Top Three Take Aways
Contact Info