Get Your A+ Team

* Group Project Management *

Room: KEC502

Date: 21/09/12 Fri

Time: 12:00 – 13:30
            15:00 – 16:30

Welcome!

Facilitators

Mr. Terence CHAN

Mr. HUI Wai Sum

OFF

優先席付近では、
携帯電話の電源を
お切りください。

Please turn off your mobile phone

Good News!

The Beijing Government just approved the HKSAR Chief Executive's resignation and it now accepts nominations for the new Chief Executive (CE) (s)election.

Good News!

Your Tasks:

1. Form a group to run for this CE election.
2. Decide on your election campaign slogan.

Requirements:

*   Group size $\leqq$ 6 ; and
*   Time $=$ 5 minutes

Good News!

- How did you find your group members?

- How did your group decide on the campaign slogan?

- What do you think of your performance?

Session Plan

1. Exercise – "Good News!"
2. Group Project – Overview
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6. Present the Work
7. Manage Disputes & Conflicts
8. Guest Speaker
9. Q&A

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Group Project

Who + How = What

- You
- Them

- Process

- Results
- Consequences

What (results / consequences)

- A+

- Knowledge

- Skill developments

- Friendship

- Experience

- …

What (results / consequences)

Photo taken in August 2012

Marketing project group in Sep-Dec 2010

Who (Group Composition)

- All "A+ students" ?
- "Students who want A+" ?
- Strengths in different areas ?
- Friends ?
- Fit for the tasks ?
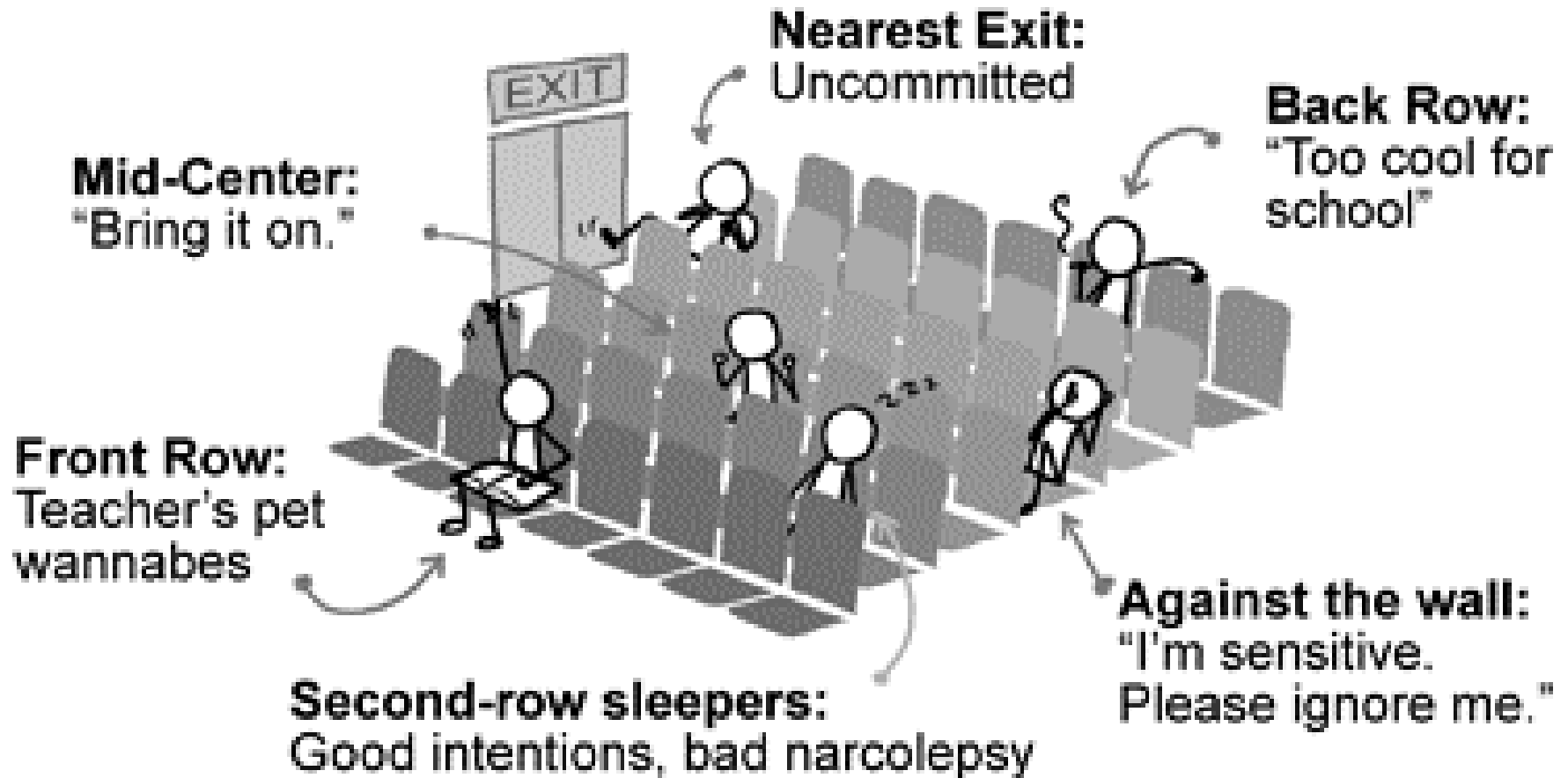- Personalities ?
- Values / beliefs?
- …

How (Process)

- How to find your dream team mates?

我根本不是搞政治的材料 I'm not cut out for politics

我根本不是搞政治的材料　是搞政治的材料　搞政治

WHERE YOU SIT IN CLASS/SEMINAR
And what it says about you:

Nearest Exit: Uncommitted

Mid-Center: "Bring it on."

Back Row: "Too cool for school"

Front Row: Teacher's pet wannabes

Against the wall: "I'm sensitive. Please ignore me."

Second-row sleepers: Good intentions, bad narcolepsy

How (Process)

- How to find your dream group mates?

"Quality is not about the product.

Quality is about the people."

How (Process)

- How to find your dream group mates?
- How to run your group?

Process 1

Process 2

Result

Process 3

唔理

坐低傾

唔理

遊行

你太激進了，
點解唔坐低傾？

絕食

唔理

集會

How (Process)

- How to find your dream group mates?
- How to run your group?

"TQM does not focus on managing the product. TQM focuses on managing the process."
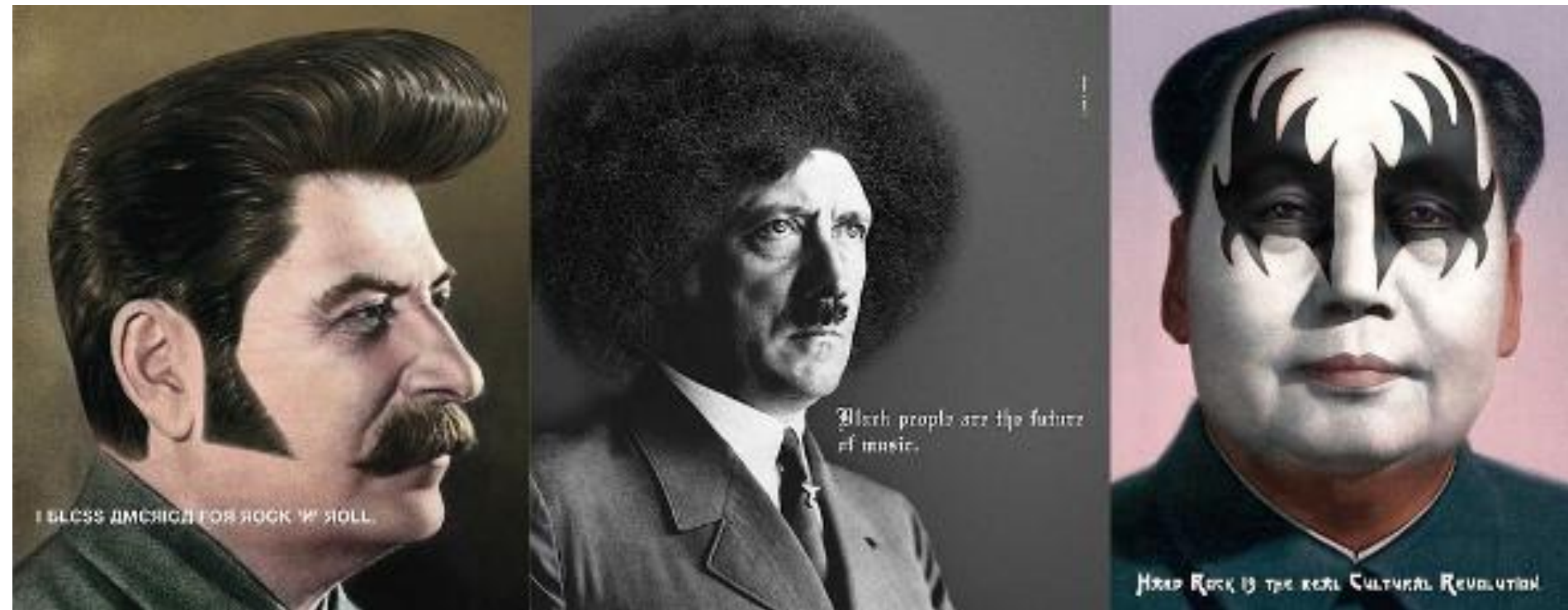
How (Process)

- How to find your dream group mates?
- How to run your group?
  - Time
  - Leader
  - Decision / Conflict
  - Meeting
  - Tools / Technology

How (Process: Time)

Group relationship $\propto$ Result

Yes . . . . No

How (Process: Leader)

How (Process: Decision Making)

How (Process: Conflict)

How (Process: Conflict)

Disagreement = Conflict

Yes . . . . No

How (Process: Conflict)

我先向你說「對不起」，

不是因爲我錯，

而是因爲

我更重視我們的感情。

How (Process: Tools)

How (Process: Tools)

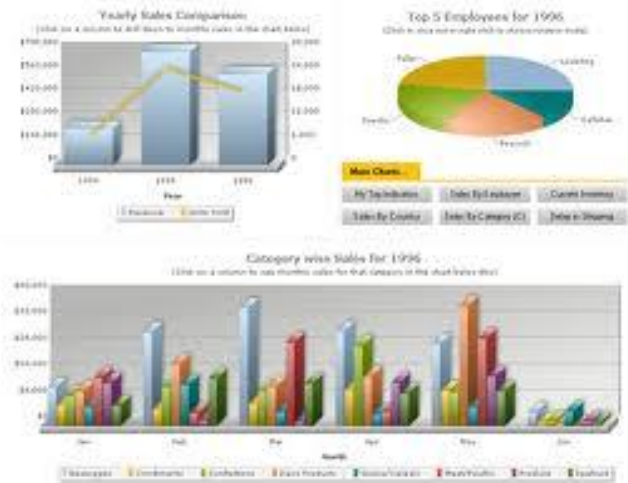「朋友係要見」

How (Process: Tools)

「朋友係要見」 (續)

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Know your project

- What is the main purpose of the project?
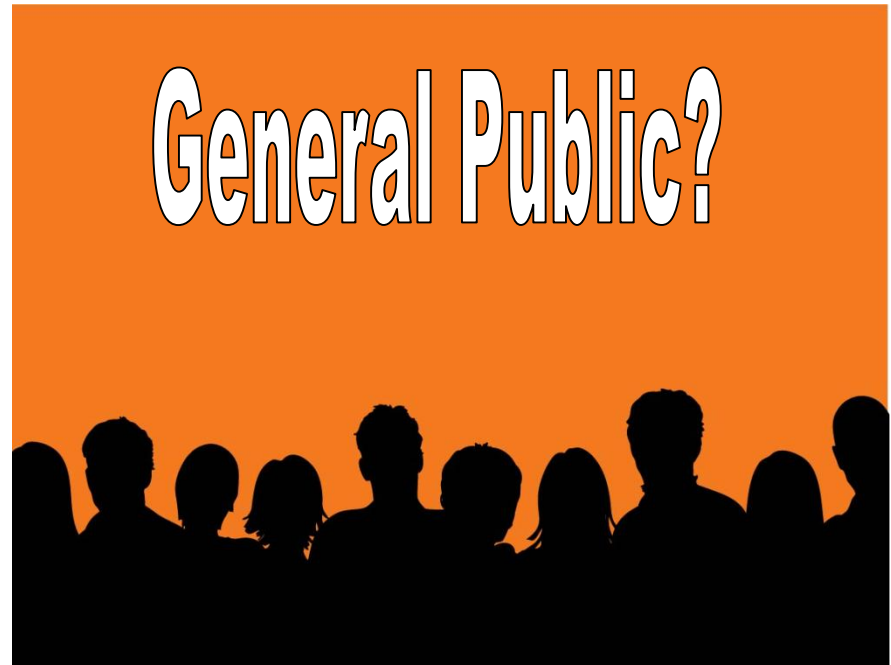
Theoretical Review?

Data Analysis?

Writing Skills?

Know your project

- What is the main purpose of the project?
  - To a particular audience?

Know your project

- Know the requirements
  - Essay?
  - Report form?
  - Point-form acceptable?
  - Oral presentation?
  - Group or individual?

Know your project

- Know the due dates

- Get prepared and talk to the lecturer when necessary

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When and where to meet?

- First meeting

Cyberspace?

In-Person?

When and where to meet?

- Follow-up meetings?

- Organized?

Purpose of each meeting?

- First meeting:

Brainstorm

返黎就郁?
幾時?

re-search

38

Purpose of each meeting?

- Follow-up meetings:
  - Go thru' collected info
  - Screen out those not useful
  - Dig for more when needed

- Maybe one more meeting to consolidate and finalize

Lengthy meetings?

- Circling around endless possibilities?
- Drilling in depth with everyone?
- Is it worthy?

Quick and frequent meetings?

- Get prepared before the meetings

- Go back and research once a quick idea has been fixed

Purpose of each meeting?

- Already have some finite directions?
  - Go ahead?
  - or confirm with the lecturer?

- Still some possible routes to go?
  - Agree and settle in the meeting?
  - or to confirm and discuss with the lecturer?

Seek help?

– You should go back to "Know the project"

Seek help?

- Before you meet the lecturer:
  - Be Organized
    - Show your progress and problems

OUTLINE

My Project
I. Goals
   A. Increase # of engagements
   B. Command higher per-event price
   C. Streamline booking process
II. Initiatives
   A. Marketing
     1. Web site
     2. Email Newsletter
     3. Podcast
   B. Advertising
     1. PPC
     2. CPA
     3. Sponsorships
     4. Tradeshows

Please comment, sir

How to hold a meeting?

- Set up an agenda

Independence Charter Middle School

Agenda for: June 28, 2010

Regular meeting of the Governance Committee of Independence Charter Middle School
School Registry #971 Meeting Commences – 5:30pm

Meeting of the ICMS Governance Committee shall take place on site at the school, 3232 NW 65th in Oklahoma City, Oklahoma. This is a regular meeting scheduled as dated and as posted on the front door of the school.

Posted and verified by Vana Baker, Principal ICMS _____ June 24, 2010.
The ICMS Governance Committee may discuss, vote to approve, vote to disaprove, vote to table, amend or decide not to discuss any item on the agenda.

1.	Call To Order	Chris Kumler
2.	Approval of minutes from May 10 & June 14, 2010	Teresa Rose
3.	Approval of Executive Session minutes (if needed)	Chris Kumler
4.	Budget/Finance Report	
	a. School Activity Funds	Carey Harper
	b. Approval of previous month's expenditures	All
5.	Principal's Report – State of the School	
	a. Current enrollment _____	Vana Baker
	b. Teacher and staff updates	Vana Baker
6.	Old Business	
	a. Lease update	Ross Plourde
	b. Curriculum and Schedules (inclusive of PE and reading)	Vana Baker
	c. Approval of Personnel Salary	Chris Kumler
7.	Insurance Renewal	Chris Kumler
8.	Contract with Steve Huff for services for Federal Funds reporting	Chris Kumler
9.	New Business	
10.	*Convene Into Executive Session if necessary (Requires Motion)*	
11.	*Return To Regular Session (Requires Motion)*	
12.	Consider Actions from Executive Session (All Members Present)	

13. Discussion and/or approval of any new business of an emergency nature that had not been considered when agenda was prepared, or was not known to the preparer. This is business that needs to be discussed and/or acted on before the next regular meeting slated for July 12 , 2010.

14. Adjournment

Adjournment _____pm June 28, 2010.

Virtual Commissioning
Commissioning Plans & Reports, Test Procedures, LEED Cx Documentation

COMMISSIONING KICKOFF MEETING
Confidential Project Name

AGENDA
May 5, 2010, 3 PM
Held in B83, Room 7W

The Commissioning Plan

3:00 – 3:05	Introductions and sign-in
3:05 – 3:10	Purpose of Cx Plan and how it's organized
3:10 – 3:15	Commissioning scope-of-work: what systems are being tested
3:15 – 3:20	Commissioning meetings: when and why
3:20 – 3:30	Documentation: to and from the commissioning authority
3:30 – 3:35	Contact list: main members of the Cx team
3:35 – 3:45	How testing works: who does what when
3:45 – 3:50	A brief look at some sample tests
3:50 – 3:55	Schedule: breaking out the start-up/testing schedule
3:55 – 4:00	Q&A

Next Step:
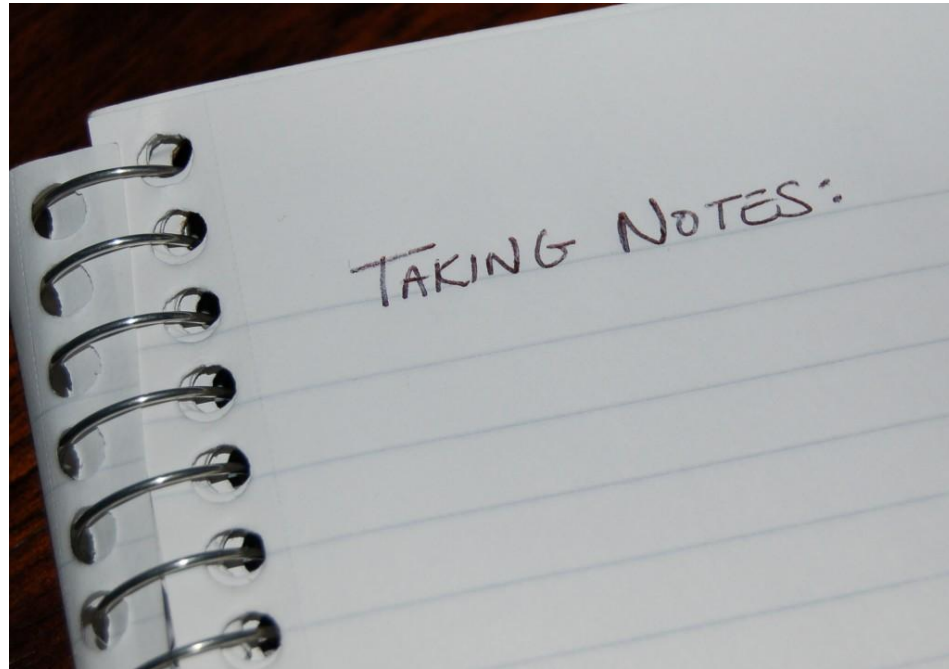
How to hold a meeting?

- Set a time to finish the meeting
- Then, schedule a time limit on each item
- Keep time

Unfinished parts

MSN?

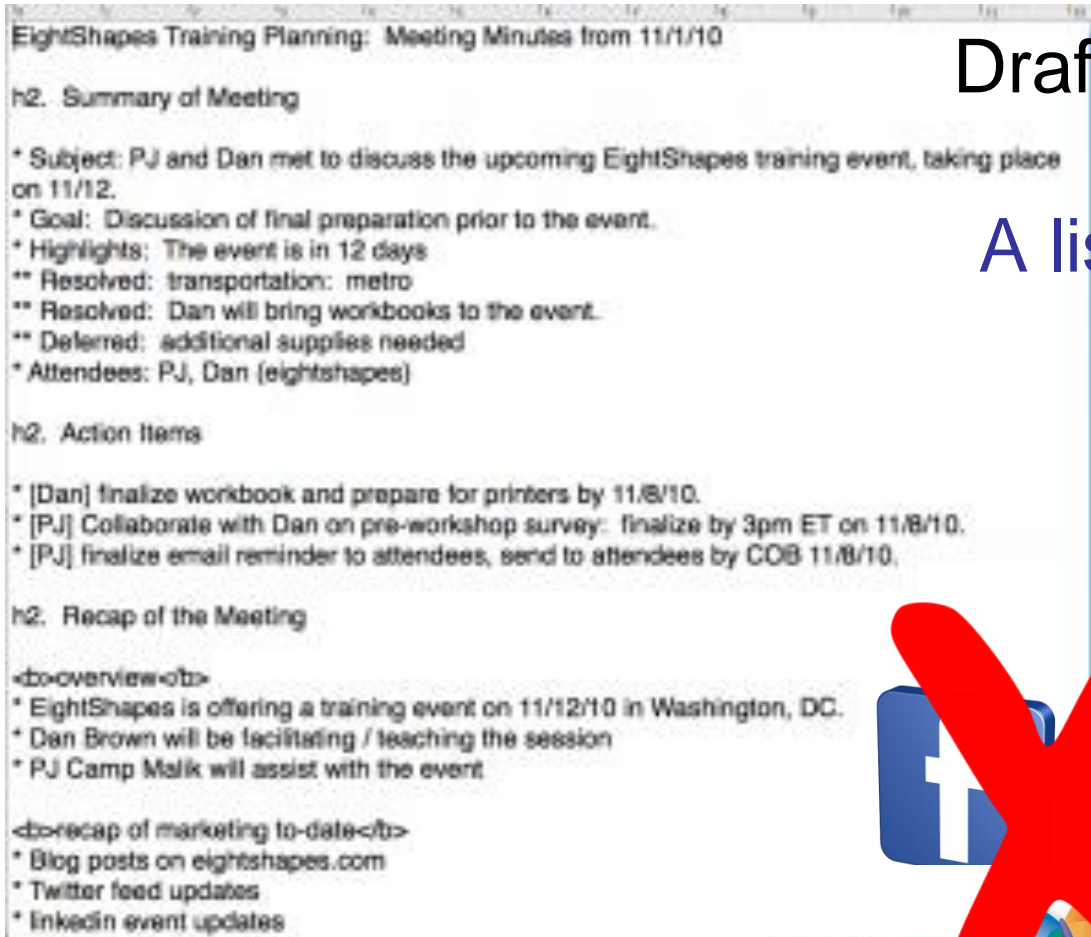# How to hold a meeting?

- Assign a member to take notes during the meeting

How to hold a meeting?

EightShapes Training Planning: Meeting Minutes from 11/1/10

h2. Summary of Meeting

* Subject: PJ and Dan met to discuss the upcoming EightShapes training event, taking place on 11/12.
* Goal: Discussion of final preparation prior to the event.
* Highlights: The event is in 12 days
** Resolved: transportation: metro
** Resolved: Dan will bring workbooks to the event.
** Deferred: additional supplies needed
* Attendees: PJ, Dan (eightshapes)

h2. Action Items

* [Dan] finalize workbook and prepare for printers by 11/8/10.
* [PJ] Collaborate with Dan on pre-workshop survey: finalize by 3pm ET on 11/8/10.
* [PJ] finalize email reminder to attendees, send to attendees by COB 11/8/10.

h2. Recap of the Meeting

overview
* EightShapes is offering a training event on 11/12/10 in Washington, DC.
* Dan Brown will be facilitating / teaching the session
* PJ Camp Malik will assist with the event

recap of marketing to-date
* Blog posts on eightshapes.com
* Twitter feed updates
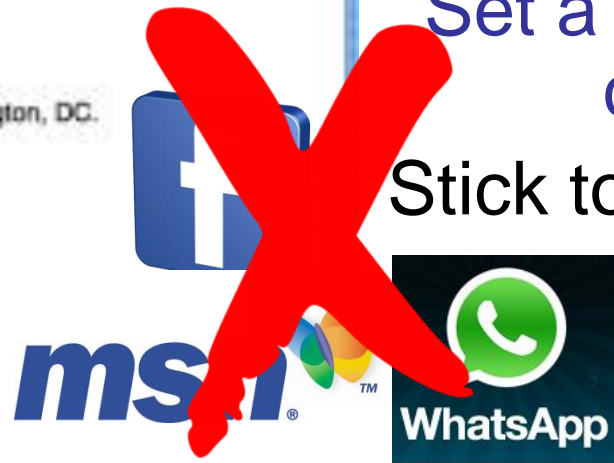* linkedin event updates

Draft a minutes after the meeting

A list of what to do, and who do what

Circulate among members

Set a deadline for confirmation

Stick to the agreed minutes

WhatsApp

How to hold a meeting?

- Types of meeting:

Know your project?

Brainstorming

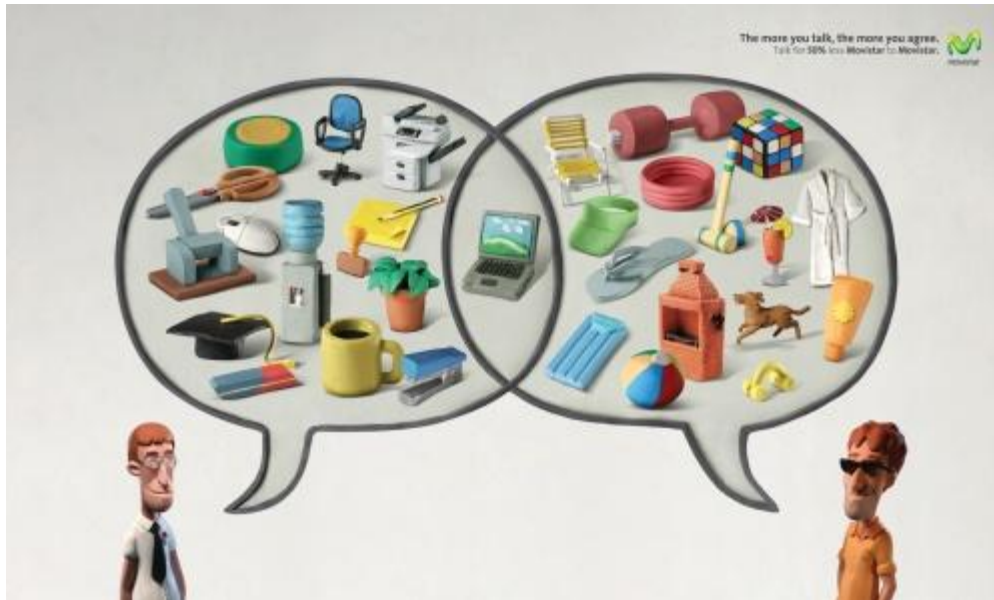**Division of Labor**

How to hold a meeting?

- Who do the talking?
  - Just wait for the leader?

How to hold a meeting?

- Loads of ideas?

- Stop and consolidate?

When and by who? Agenda?

- The role of the group leader?

How to hold a meeting?

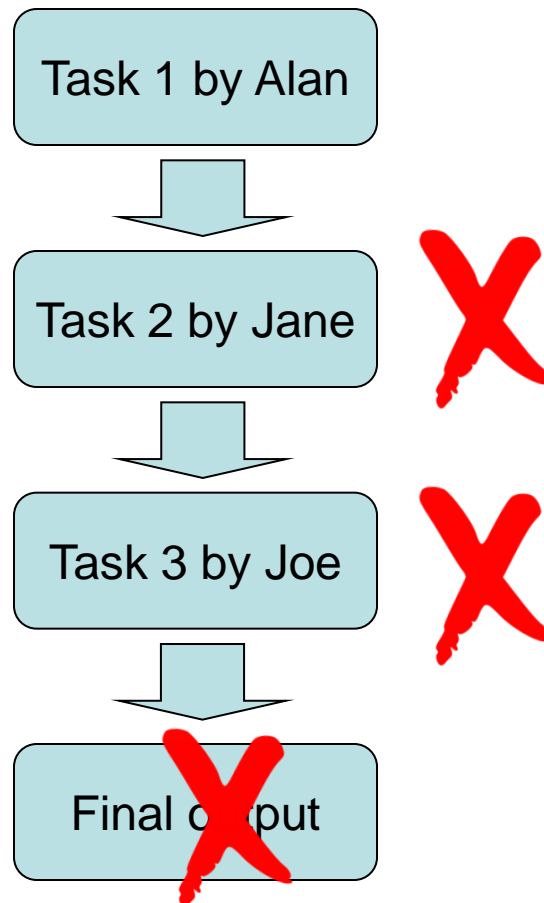- Before you criticize others' ideas
  - Think
  - Do some research

Division of work

- Job allocation
  - List the action items
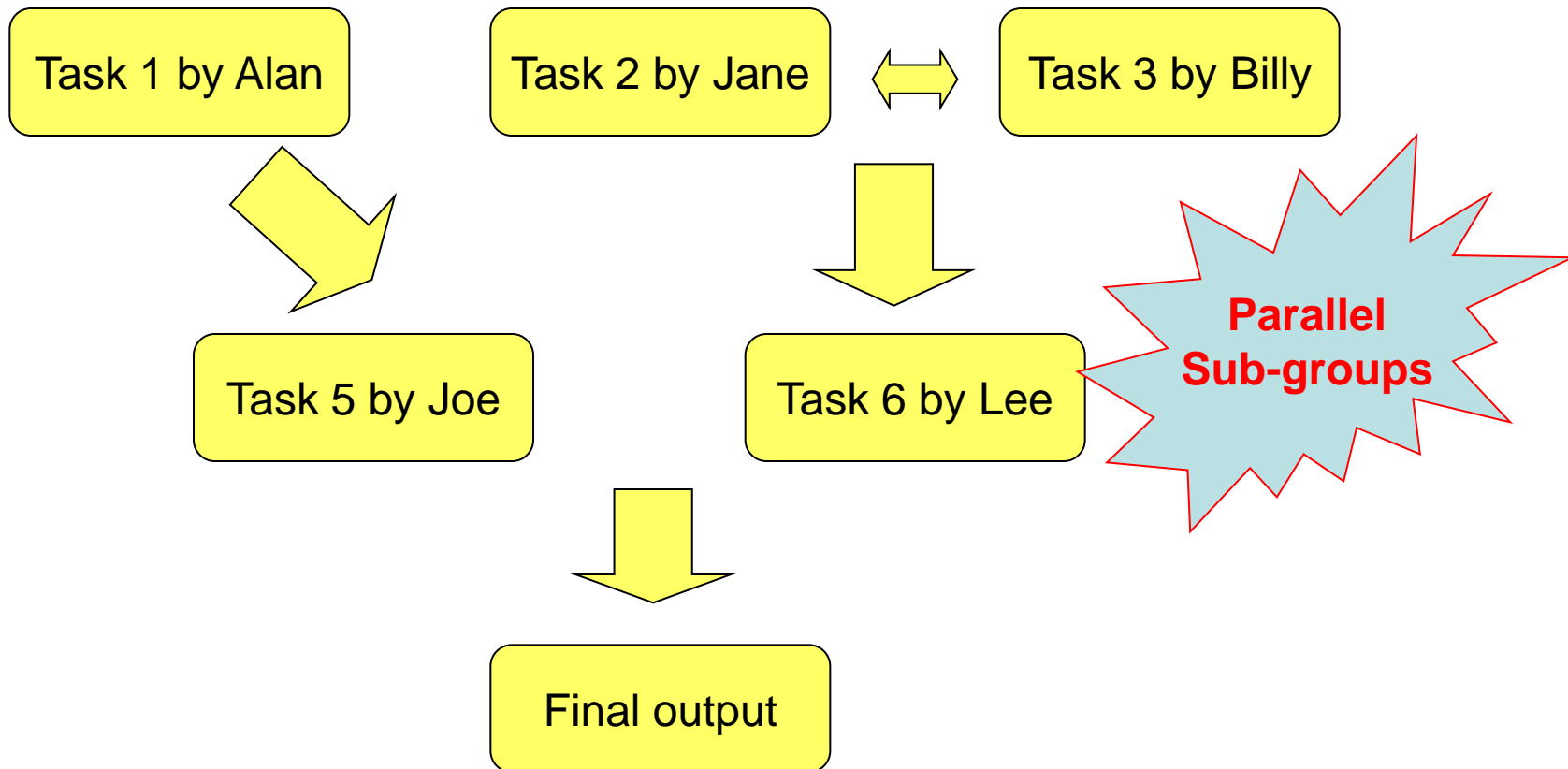 - Set clear deadlines for them
  - Identify the responsible person(s)

Division of work

- Distribute works on a time sequence?

Division of work

- Tasks independent on each other

Task 1 by Alan

Task 2 by Jane ⟷ Task 3 by Billy

Task 5 by Joe

Task 6 by Lee

Parallel Sub-groups

Final output

Division of work

- Writing
  - Each person write on one part?
    - Consistency? Difficult to consolidate?
  - Emphases on writing skills?
    - Better done by one person, with another to check

Division of work

- Graphics / tables / chats?
 - How important / integrated to the content?
  - Done by a one person?

Division of work

- **Sub-groups**
  - 2 persons for each task
- **Each person** doing **more than 1 tasks**
  - Know the progress of other related parts
  - A consistent flow

Progress report

- Be reasonable with informing members on progress / discussion

- Summary of meetings
  - Avoid information overload!
  - Set regular reporting period
    - Once or twice a week, or frequent quick meetings
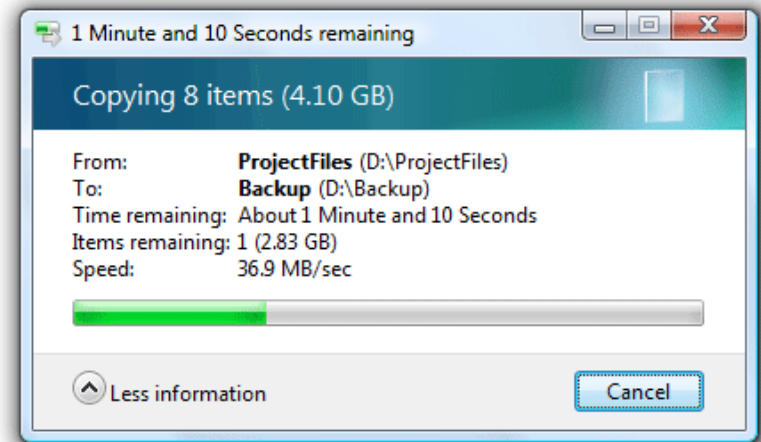
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Consolidation

- Assign a member to consolidate works collected from group members

- Good at language?
  - Check against obvious grammatical mistakes
  - Check against inconsistent use of words

Consolidation

- Assign a member to consolidate works collected from group members

- Good at visuals?
  - Relevant pictures?
  - Powerpoint backdrops / animations that fit the presenting environment?

- Refer to "know your project"

Consolidation

- Words vs. graphs
  - Weighting?
  - Which parts more effectively presented by graphs? How?

Consolidation

- Time needed?
  - Check grammar before you send for consolidation
  - Set "templates" before works being collected?

- Do them all in the last day? ✗

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Present your work
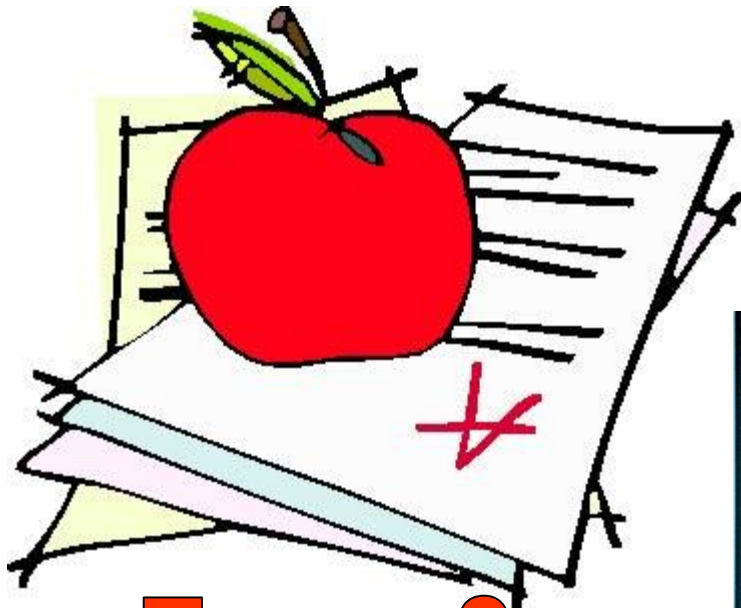
Essay?

Presentation?

Present your work

- Do your own part?
  - "My part is done. I don't know about the others"?

  - Read the whole ~~essay~~ after submitted
  - All ~~~~

Respect your **Partners!**

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Disputes and conflicts

- Personality conflicts?
  - Little can be done at this stage
  - Let go, and pick others next time

Disputes and conflicts

- Direction of the project?
  - Agree on a focal point?
    - The role of the "group leader"?
    - Talk to the lecturer?

Timeline of a project – I

Week 2	Received the project instructions
Week 4	Form a group
Week 5	First meeting
Week 6	Confirmed a minutes
Week 8	Gather again with info
Week 9	Writing once confirmed with content
Week 10	Consolidate and submit

Timeline of a project – II

Week 2	Received the project instructions
Week 3	Form a group, interpret the project, and start brainstorming
Week 4-5	Sub-grouping, frequent and quick meetings
Week 6	Progress report to other sub-groups
Week 7	Confirm and division of work
Week 10	Consolidate and submit

Timeline of a project

- The schedule is tight!
- You have 3-4 projects working on at the same time, with a similar schedule

- Don't be late!!

Group Project

Who + How = What

Why

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9. Q&A

Guest Speaker

Jacky

Background Information

Jacky Cha

- Current Studies/ Awards
  - CUHK BA in Philosophy

    Dean's List, College Head List 2011-2012, Chung Chi College Big Scholarship

- Offers
  - Bachelor of Laws【City U】
  - BBA in Human Resource Management【City U】
  - BBA in Management【Poly U】
  - BA in Philosophy【CUHK】
  - BSocSc in Public and Social Administration【City U】
  - BSocSc in Criminal Justice【HKU】
  - BEdu in Primary Education (English)【HKU】

Good grade（Projects + Exams）→ High GPA

Confidence + Well preparation → Good interview Performance

High GPA + Good interview Performance → OFFERS!

Own Experiences

Projects

◆ Depends on what kind of person you are

◆ Finish the works in advance

◆ Ask for consultation

A Motto

- 《荀子》：虚壹而静，谓之大清明。

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Get Your A+ Team
∗ Group Project Management ∗

Q & A

Thank You!