

TEAM SELECTION AND MANAGEMENT CHEATSHEET



What is a Project Team?

- The Project Team is a group of several people called to work together on a project.
- It consists of experts from different fields.
- Knowledge, skills and experience of each member of the team is the key to success.

Steps to Select an effective team

1. Understand the project needs
2. Identify and appoint the right project manager
3. Select team members that meet the needs of the project
4. Supplement the team with experts to cover gaps in project needs
5. Monitor team performance

4 steps to create a high performance team

- Plan for success
- Team Building
- Training and Control
- Review

Tips for Effective Team Building and Management

- Try to blend individual interests with the overall project objectives.
- Fully explain the scope of the project and the forthcoming rewards on completion to all members.
- Conduct regular status review meetings to keep team informed on progress.
- Clear and frequent communication with senior management and the client becomes critically important.
- Forecast the “environment” within which the project will be developed and develop contingency plans.
- Clear role and responsibility definition often minimizes competition over leadership
- It is important for the project leader to intervene and mediate the conflict quickly.
- Tools for enhancing communications are status meetings, reviews, schedules, reporting system, and colocation.