

Math Project Managers' Guide

Being a *Project Manager*, an excellent opportunity to take on a leadership role. The Project Manager takes primary responsibility for overall project coordination, including:

- Planning and moderating meetings, including creating meeting agendas
- Coordinating with the liaison(s) and faculty advisor
- Resolving general (non-technical) difficulties
- Coordinating the assignment of tasks and team-members within the overall project.

Because of the increased administrative role, the project manager sometimes has reduced responsibilities on technical facets of the project.

Responsibilities

- Overseeing that tasks are completed on time and correctly
 - Ensuring some redundancy – not just one-person familiar with the code.
- Communicating with liaison and faculty advisor
 - Primary contact person for liaison(s)
 - Keeping the faculty advisor in the loop on all aspects of the project.
 - Be positive! Remember that road blocks are inevitable, so don't dwell on the negative but instead on the strategies the team plans to take in order to overcome the roadblocks.
 - Always be professional! Avoid informal language like, "you guys", "cool", etc. Proofread your emails.
 - Make sure team is well-prepared to explain things clearly to the liaisons.
 - Liaisons need good lead time to review materials
 - AT LEAST 24 hours before a teleconference
 - AT LEAST 2 weeks before any presentation
- Preparing for and running meetings
 - Setting teleconference agendas
 - Running the teleconferences (though not the sole contributor by far!)
 - Assigning talking points to each person so that each person contributes
- Keeping an overarching view of the project as a whole
 - What needs to get done and by when?
 - What due dates are coming up?
 - How far in advance do we need to start preparing?
 - SKIM THROUGH THE HANDBOOK TO MAKE SURE YOU DON'T OVERLOOK SOMETHING IMPORTANT!
- Overseeing organization
 - Making sure that notes are taken at each meeting and are distributed to the team
 - Keeping track of details: meeting times, tasks, deadlines, deliverables, timeline

- DELEGATION
- Managing team dynamics
 - Ensuring that each member is contributing to the project and is accountable for a piece of the project
 - Ensuring that the team is functioning well – managing difficult parties, soliciting participation from the quieter students, toning down participation from the more talkative students.
 - Nipping problems in the bud *early*
 - Ensuring collegiality
- Overseeing the budget
- Technical responsibilities

Notes about Thursday (Liaison Orientation Day)

- Arrive to Aviation Room by 10:50
- Create an agenda for Thursday
 - Allow significant time for liaison to “brain dump”
 - Thoughtful questions from the team
 - Discuss scheduling of teleconferences
 - Discuss confidentiality requirements
 - Discuss scheduling of site visit
 - Discuss computing needs
- Have monitors and webcams in the workrooms. You should test them out and see if you can get them connected to a laptop (Mac and PC have different connectors). They can be connected to workstations too.

Getting off to a good start:

- Diving in to get up to speed and craft statement of work
- Each person should have a piece of the project, but shouldn't be too solo'd
- Gently but firmly address group dynamic issues as they arise
- Poise and confidence go a long way

Marathon Push

- Schedule extra 10-15 hours this month on top of usual clinic work
 - Modest budget for snacks this month
 - Why are CS and Math Clinic so different?
 - Once your SOW is approved, make sure to schedule a meeting with Claire to discuss computing needs
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