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