MAN4583 – Project Management

Team Leader Report

Assignment Overview

This is an individual assignment to be completed in conjunction with each of the four progress reports by the person appointed as a Team Leader.

One of the responsibilities of Project Managers is to constantly keep major stakeholders informed of the progress of their project. Typically, this information is delivered through regular progress reports.

In this assignment, the team leader formulates a short report outlining the activities performed by the team and reflecting on their experience as a team leader by documenting the lessons learned.

Team Leader Role

The team leader is a rotating role and every team remember should have an opportunity to be a team leader at least once. All team members are expected and required to cooperate with the team leader and actively contribute to completing the work at an acceptable quality. Regardless of their role, all team members should openly communicate their expectations and set rules for interaction.

The team leader may participate directly in completing the required work, but his/her contribution may be partially or fully replaced by leadership responsibilities, as agreed on by the entire team. He/she is responsible for making decisions regarding how the work shall be completed. For example, a leader should decide when and where a team meeting should take place after identifying team members' availability. The leader should develop meeting agenda and should help guide meetings to ensure the objectives are achieved. The team leader may or may not take part in report writing, research or presentation. However, they are expected to review the final progress report, and assign rework if necessary to ensure quality of the team's final progress report. In the case of a presentation, the team leader can participate in the presentation, but he or she is also expected to guide and oversee the preparation efforts of the team.

The following list of duties are expected from the team leader:

1. The team leader ensures that the team has a clear understanding of the assignment by confirming that all relevant guidelines and rubrics have been reviewed and understood by team members.
2. The leader breaks down the work into tasks, which can include meetings, report writing, review assignments, participation in a presentation (if applicable), among others.
3. The leader is then responsible for assigning deadlines and clear expectations to each of those tasks and then delegating them to different team members.
4. The leader reviews the final report/presentation, identifies areas for improvement, and assigns rework as necessary.

Reporting Requirements

The team leader is required to submit two reports: the planning report and the reflection report.

The Planning Report

Once a progress report is assigned to teams, the leader must submit a **one page** report to this assignment. The report should contain the following sections, marked by clear headings:

1. **Scope of Work**: reiterate the objective of the work assigned in your own words, as it relates to your project idea.
2. **Work Breakdown Structure:** construct a WBS for the assignment to identify the tasks that need to be performed to complete the work.
3. **Work Assignments**: use a responsibility matrix to demonstrate task assignments. An example is provided below:

Team Members >		**Holly**	**Hudson**	**Addilyn**	**…**
Task Name from WBS	***Task Objective***				
Pick WBS Tool	Research WBS tools and choose one by Feb. 15				
Task 2	….				
…					

The Reflection Report

This is a **one page** report due after completion of the team's progress report. The report should contain the following sections, marked by clear headings:

1. **Performance Summary:** this section examines how the work was performed. List the tasks identified, along with the team member to whom it was assigned, the assigned deadline, and the outcome. For example:

    - **Task 1:** research WBS tools and choose one, assigned to Holly, deadline Feb. 15
    - **Outcome:** Through Internet research, Holly identified 3 different possible tools to construct the WBS: MS Visio, WBS Webtool Creator, and MS PowerPoint. On Feb. 13, She presented the three tools to the team and explained the pros and cons of each tool. The team decided to use MS Visio because it is a common tool that will be a valuable skill to have in the future.

2. **Lessons Learned:** in this section, the team leader will list 3 lessons which he or she learned from the experience of leading the team through this assignment. These can include positive or negative experiences, and should serve as advice for future assignments performed by this team.

Rubric

<table>
<tr><th>Criteria</th><th>0</th><th>1</th><th>2</th><th>3</th><th>4</th></tr>
<tr><td>A1. Scope of Work</td><td rowspan="6">Missing or plagiarized submission, or signs that assignment/ section was not taken seriously</td><td colspan="3">Unclear, inaccurate, or redundant description of work</td><td>Clear, accurate, and concise description of scope of work</td></tr>
<tr><td>A2. Work Breakdown</td><td>Tasks do not relate to scope and errors in WBS</td><td>Tasks partially reflect scope and errors in WBS</td><td>Tasks partially reflect scope or errors in WBS</td><td>Mindful breakdown and proper construction of WBS</td></tr>
<tr><td>A3. Work Assignments</td><td>Inconsistent with WBS and shows unassigned tasks and unclear objectives</td><td colspan="2">Inconsistent with WBS or shows unassigned tasks and unclear objectives</td><td>All tasks are assigned in consistence with WBS, and clearly formulated objectives</td></tr>
<tr><td>B1. Performance Summary</td><td>Incomplete reporting on assigned tasks and vague performance information</td><td>Incomplete reporting on assigned tasks or vague performance information</td><td>All tasks are reported but vague performance information</td><td>Detailed, clear and concise description</td></tr>
<tr><td>B2. Lessons Learned</td><td>Lessons do not relate to the experience and the description is not clear</td><td>Lessons partially relate to the experience and the description is not very clear</td><td>Lessons partially relate to the experience or the description is not very clear</td><td>Lessons clearly relate to the team leader’s experience and are described clearly and concisely with specific situation</td></tr>
<tr><td>Formatting (of both reports)</td><td colspan="4">Unprofessional formatting, disorganized, not visually appealing (instructor decides on appropriate score based on quality of report)</td><td>Well-organized report with excellent visual quality, worthy of presenting to top executives</td></tr>
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