

Team project

You will work in your teams to analyze methods within a real organization (public, private, or non-profit) and offer suggestions for improvement based on what you have learned in class. It is okay to select a company that one of your team members has worked for, but please note that student-run groups on campus are not permitted for this project.

Your team will act as a short-term consulting team. You will focus on ways an organization can improve their practices in ways that are relevant to the content of this course. It will likely take several conversations with a key contact person at the organization to identify a course of action for the organization to improve, is manageable in scope, and is relevant to the course. I advise you to be selective in choosing suggestions for the organization, as a lack of depth in your suggestions will not be an acceptable excuse for lack of depth in the analysis.

Irrespective of what suggestions you choose, your team is to gather information from people in an organization through direct contact. You may supplement this information with data from the media, the organization's literature, and other secondary sources. You should identify relatively recent organizational practices to analyze (i.e., this should not be an historical account of a problem and the company's solution). It is advised to focus your analysis by applying the concepts from the course.

To meet these broad goals, your team should answer the following questions in the assignments detailed below:

- 1) What are the practices the organization is engaging in that could be improved?
- 2) What course concepts can be applied to understand how the organization can improve?
- 3) What recommendations can you offer to help improve organizational functioning?

Deliverables

All word documents must be submitted to Learn with 1" margins and 12 point Times New Roman font.

1. **Team Roster.** Your team roster list is to be submitted online using the appropriate link on Learn. Your roster is to include the names of up to 5 team members. Those who do not submit a roster will be assigned a team by the professor.
2. **Team charter.** A team charter defines the purpose of the team, and sets ground rules for working together including expectations, communication frequency and methods, how decisions will be made, and how conflicts will be handled. You are to use the template provided on Learn and submit it using the appropriate Learn submission box.
3. **Project Proposal.** The project proposal is to be submitted as a word document on Learn and include: a) the names of your team members b) the name of the organization you have selected for your project c) the name, position, and level of your contact person d) the method you will use to gain information about the organization e) a brief description (one paragraph) of the practices of the organization that can be improved.

4. **Summary of Solution.** The one page summary of your group's solution must be submitted on Learn and include: a) the names of your team members, b) a brief summary of the practices that can be improved, and c) a brief summary of your proposed solution.
5. **Presentations.** Presentations will be given verbally in class and will not exceed 15 minutes. Your team should assume you are presenting to your focal organization's newly appointed board of directors (i.e. board members who do not work for the organization) who are only vaguely aware of the organization's operations. We will draw randomly for the order of the groups. See the presentation ratings rubric in the last page of this document for how presentations will be graded.

Your presentation and written overview (see #5 below) should consist of three components summarizing:

- a) What tasks you performed in relation to the organization, including your methodology for gathering information
 - b) What practices you discovered within the organization that could be improved upon
 - c) What proposed solution(s), based on course concepts, you would recommend
6. **Presentation Feedback.** Teams in the audience will be assigned to play the role of a board member. They will be tasked with evaluating one other team's presentation. The presenting team's grade will not be affected by the evaluation conducted by the other team; the evaluation is for feedback purposes only. Giving feedback will likely be a large part of your job once you enter the workforce.
 7. **Written Overview.** Your written project is to be submitted to Learn. The minimum length of the submission is 2 pages in which you provide a summary of the information you included in your verbal presentation. Appendices, which you are free to use to provide charts, figures, or other background material do not count toward your page count. Included appendices should be referred to in the main text of your document. Papers will be graded using the content aspect of the rubric in the last page of this document with an additional category for the format of the document. Also refer to #5 above for necessary components.
 8. **Peer Ratings.** Each group member will provide me with a confidential evaluation of the other members of the group in regard to five different categories—"1) contributed their fair share to the group, 2) was professional, 3) was responsive in communication, 4) contributed quality work, and 5) met team-created deadlines." Ratings are to be submitted through Learn using the appropriate link.

General Words about Teamwork

A problem sometimes associated with group projects is a team member does not do his or her share of the job. Everyone in this class is expected to carry an equal share of the teamwork load. You are expected to get the work done, manage each other, and to try to solve any problems among yourselves. If you cannot, please let me know. If I am convinced that someone has not carried their fair share, their grade will be adjusted accordingly.

Grade Breakdown

Date	Assignment	Points
Points that go toward course assignments grade (30 total):		
1. September 13 by 11:59pm	Team Roster	-
2. October 4 by 11:59pm	Team Charter	15
3. October 18 by 11:59pm	Project Proposal	15
4. October 25 in class, by 11:59pm	Meet in Groups in class, Summary of Solution	15
Points that go toward team project grade (200 total):		
5. November 15, in class	Presentations	100
7. December 7 by 11:59pm	Written Overview	50
8. December 7 by 11:59pm	Peer-ratings (25 for submission, 25 for rating)	50
Points that go toward presentation participation grade (50 total):		
6. November 15, in class	Presentation Feedback	50

Presentation Ratings

Your Name:

Presenting Group Member Names:

Scale: 0 = Missing 1 = Poor 2 = Fair 3 = Average 4 = Good 5 = Excellent

<u>Organization</u>	<u>#/25</u>
Introduction (Attention getter, preview of main points)	0 1 2 3 4 5
Seems to follow a logical organizational pattern	0 1 2 3 4 5
Main points well selected, key ideas well placed	0 1 2 3 4 5
Use of Transitions between speakers	0 1 2 3 4 5
Conclusion (Review of main points, memorable closing strategy)	0 1 2 3 4 5
<u>Content</u>	<u>#/40 (multiply by 2)</u>
Uses of supporting material (technical data, testimonials, case studies, samples, stories, examples, statistics)	0 1 2 3 4 5
Effective use of engaging language (humor, personal Accounts/testimonials, metaphors, analogies)	0 1 2 3 4 5
Credibility: knowledgeable/competent	0 1 2 3 4 5
Well cited sources	0 1 2 3 4 5
<u>Mechanics (if applicable)</u>	<u>#/15</u>
Graphics are appropriate in reinforcing/explaining points	0 1 2 3 4 5
Presentation free of grammatical and spelling errors	0 1 2 3 4 5
Obviously prepared for presentation/adequately rehearsed	0 1 2 3 4 5
<u>Group Cohesion</u>	<u>#/20</u>
Individuals displayed respect for group members (credibility)	0 1 2 3 4 5
Attentiveness to fellow speakers	0 1 2 3 4 5
Presentation flowed seamlessly between group members	0 1 2 3 4 5
Group was prepared	0 1 2 3 4 5
<u>Other notes (can use back):</u>	