Group Projects
2004 - 05
Bren School of Environmental Science & Management, UCSB

Information Sources

(Brief Template and Example)

http://www.services/students/index.html

Past Reports and Briefs

http://www.bren.ucsb.edu/research/group-projects.asp

Please read thoroughly before spring gr

Group Project Handbooks

(under handbooks)

http://www.services/students/index.html
Internship Possibilities
Great for your resume and job-seeking
Dealing with clients
Managing, people, money, and time
Applying knowledge and tools
Working to deadlines with incomplete information
Working in a interdisciplinary team
Dealing with challenging issues
Practical experience in

Important to you?
Why is the Group Project
Focused recommendations
Unbiased analysis
Initiative and Independence
High-quality work

Expectations
Attenitive client who cares

Useful and timely advice

Structure

Well thought and well implemented management

Good relationship with advisor

Good team interaction

Consistent work and strong initial push

Limited scope and good focus

Well-defined objectives

Interesting problem

What makes a good Group Project?
Unprofessional Interactions
Inadequate/Incomplete References
Poor understanding of "state of knowledge"
Unfocused or biased recommendations
Lack of management

Don't waste spring quarter, BIG MISTAKE
Uneven work distribution
Expect at least 12 hours/week of work
Procrastination - get going right away!
More often than not this thing gets too big
Scope too broad... or too narrow
Vague objectives

What's to be avoided?
Provide advice but generally reactive

Attend a regular meeting

NOT Project managers, more like a consultant

Project Leadership and management and the quality

and assign grades

assistance/expertise, and evaluate project

Monitor progress, provide technical

Faculty Advisors
and explore how they will interact with you
Schedule initial meeting with advisor NOW
for them to come to you
Use them... but you need to ask... don’t wait
All expect you to take charge
May be quite hands off
expectations and feedback
Expect variability in engagement,
No two advisors alike
You are responsible for identifying deliverables. You should have interest in the projects, data, or counsel of outside advisors who may counsel to obtain the professional contact. Relationships with them and maintaining them, developing professional them, are expected to obtain the External Advisors.
Structure of the Group
Meetings

Minimum

be accommodated; shoot for 48 hours

Last minute scheduling requests often can’t

conferencing phone

coordinate conference room scheduling and

meetings and securing meeting space

Students are responsible for scheduling

Must commit to meeting at least once/week
Conflict Resolution

Required administrative solution ultimately written documentation essential if
by the group to solve problems after thorough efforts
involves advisor assistance with group
this is not required
often the whole group gets the same grade but

Separate grades

B or better required

letter grade replaces previous IP grades

letter grade at end of project (S 2005)

IP (In Progress) grade at end of S, F, W

Grading and Reviews
Graduation and Project Evaluation

Approval Signature

Demand this!

Reports

Either one for group as whole and/or individual

End of first spring and fall

Written Evaluations

Signature and grade may be withheld until report is acceptable even if grade assigned

Advisors must approve final report with signature
Evaluation Criteria

Participation
Communication skills
Punctuality
Resourcefulness
Relationships with outside advisors and stakeholders
Work

Originality of analysis, problem formulation and scope of work
Understanding of both social and natural science dimensions

Critical perspective on quality and shortcomings of prior work
Understanding of relevant published literature
with your advisor now.

question: "is there any feedback that you would like shared

Not distributed to faculty until end of project except from

End of S (04), F, W quarters

Advisor(s) Review

If you don't identify probs, they can't be solved

advisor at the end of S (04), F, W quarters

Evaluations of group members submitted to

Peer Reviews

Student Evaluations
Fall Quarter 2004

- Written Progress Report (end of quarter)
- Public Presentation of Progress (mid-quarter)
- External Review (end of quarter)
- Management Plan (draft by mid-May)
- Formal Project Proposal: Work Plan and
  Spring Quarter 2004

Deliverables
Don’t underestimate how hard this is and how long it will take.

Graphics to advisor (by end of quarter)

Project brief: 4 page summary of highlights with final report to advisor (by end of quarter)

Perhaps final draft to client (few weeks before end of quarter) 1st draft of report to advisor (early Feb)

Winter Quarter 2005

Deliverables
Poster presentation for distribution at presentation.

Brief - electronic copy to Jill & several hard copies

Original signature page to Jill

Final Report - electronic copy & hard copy with

Spring Quarter, April 2005

Deliverables
Spring Quarter 2004

Scope

Pre-scope

Models, Stats, Lab/Field Work

Methodological Tools

Data acquisition

What needs to be done to answer the questions

Work Plan

Read Data

What's known and what's been done

Learn

What are the key questions you are addressing
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Create style guide
System to make sure deadlines are met
Expectations of group members and advisors
Procedures for documenting, cataloging, archiving into
Conflict resolution process
Guidelines for interactions
Meeting structure
Objectives/goals (perhaps even a mission statement)
Group structure and mgmt
Ideally, complete this within the first couple of weeks
Management Plan (part of proposal)

Project Proposal
Tasks and Subtasks in Detail

Approach – Key sections

Background

Significance

Objectives

Title, abstract, executive summary

15 pages max; solid draft mid-May; final June

How and when

A written document that describes what, why

Project Proposal
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References
Budget
Stakeholders
Links to Clients, Outside Advisors
Milestones/Timeline
Deliverables
Management Plan

Project Proposal
Get faculty lined up early

External experts/stakeholders

School, UCSB, or other faculty, or

Form an advisory panel using Bren

By Friday 06/04/2004

Purpose: to gain critical feedback

External Review
account their feedback
 proposal will be changed to take into
 to advisors and reviewers about how
 probably a good idea to submit a memo
 minutes, thank you notes
 Run as a formal meeting with agenda,
 advance
 Provide proposal at least one week in

External Review
Summer Internships

- IC works with Internships
- IC works with Dave Parker for help
- Coordinating Internships
- IC works Alycia for help with the finances
- Decide EARLY who is going to do the Coordinator (IC)
- Member to be the summer internship
- If internships promised, identify one group

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advisors and external advisors
End of quarter: written progress report to
research, expected results, progress so far
Project objectives, importance of research, plan for executing
Public oral presentation of work to date (15 minute)

Mid-Quarter Review
Preliminary results
Data analysis, tool development
Complete data acquisition
Most work done in Fall Quarter

Fall Quarter 2004
Primary means of communicating results of project

Final Report

Group Project Brief

4-page summary

Deliverables

members...

Review; re-review and re-re-review by advisor and team

Write the Big Kahuna!

Conclusions? Recommendations?

Finalize results

Winter quarter activities
This will cost a couple hundred

Accompanying poster session (4x3 – 4x6)

25 minutes including 7 minutes for questions

Everyone wears formal business dress

One presenter but group panel for questions

Very polished

Oral presentation to “Power” Audience

Video-taped practice sessions in advance

200 word abstract for program in March

Spring Quarter 2005
External funds
Deal with any issues related to additional money processed by the school
Deal with any issues related to internship expenses
get phone code, get PO's, get reimbursed for establishment of a cost center, get copy code,
Lots of financial details to take care of
Printing costs
Each group gets $1,100 plus up to $200 for

$$$
meeting if necessary
Communicate with Alycia and schedule
and figure out who does what
Get to know the Bren School’s Financial Staff
Read Information about Finances in handbook
Designate financial manager (FM) now

$$$
Identity webmaster (can be same as above)

the group project computer
manage permissions, install software on
organize online data, group folders

Designate information manager

Submit nickname to request@bren TODAY

Lots of computing details to take care of now

Computer Resources
Jill will assign computers.
Wrap up.

Not available until May 1 after 2nd year.

I computer in commons/group participate in meeting communicate with Roger Emond and resources in handbook.

Read information about computing.

Computer Resources
What you need to do NOW

- What you need to do NOW
-身份预算管理工作者和工作
-确定春季会议安排
-与顾问预约
-详细检查项目
-登记您的项目
Skills you don’t know “Sty les” and don’t have good participate in MS Word workshop in spring
look at previous briefs and reports online
explore group dynamics
Discuss project among team members and
Submit nickname TODAY
Schedule meeting with Roger
Identify information and web manager(s) and

What you need to do NOW
management plan

Starting thinking about and preparing the current state of knowledge. You can’t get started if you don’t know the your project.

Collect papers and reports and read about. Educate yourself about your project. You don’t have good skills. Participate in Endnote Workshop in spring.

What you need to do NOW:
Put someone "in charge"
Expect your counting taking longer than you
Improve writing skills
Write drafts well in advance of deadlines
Be clear about your objectives; stay focused
Identify and solve problems
Find out how other people have solved similar
Assimilate it
Collect as much info as you can quickly and

Steps to Success
Room and Media Scheduling = Connie
Financial Issues = Alycia
Internship Issues = Dave
Computing Issues = Roger

Lots of experience on how to deal with faculty
Historical perspective on successes and failures

Laura, Asst Dean, Academic Programs
Former MISM Student & Group Project Participant
Jill Richardson, Group Project Coordinator
2nd Years

Who can you talk to?
MSW Committee in extreme administration if serious unsolvable issues problem before going else where
Go to advisor first and diligently work to solve

If problems?

Who can you talk to?
You can make it a VERY rewarding experience.

Frustrations...

A lot of responsibility

A lot of work...

Excitement

Summary