Module 6 Activities

Activity 1: Resource identification and allocation in a hybrid team

Scenario
You have been assigned, as a Project Manager, to lead a hybrid team of 5 IT developers of varying experience levels, working on a new platform over the course of 2 years. One of the team members is a local, new hire, another is a foreign national who works fully remotely from another country, in a different time zone, and the rest of the team members work some days from home and some in the office.

STEP 1

In your designated groups, reflecting on the information presented to you in the previous modules and using information available from the Toolkit, identify the various resources available in your hybrid work settings (e.g. digital tools, team members' roles, etc) and list them.

STEP 2

Each group presents their list and discusses methods for allocating and managing these resources effectively for the team to work productively

STEP 3

Reflect on what is presented and summarise key points emerging

Activity 2: Drafting a sample action plan

Scenario
Building on the scenario and outcomes of Activity 1, and using the Action Plan template provided (handout) each participant is tasked with creating an action plan for their newly created project team. The Team Leaders must outline how they will use resources to achieve collaborative tasks and goals in both in-office and remote environments, while maintaining employee wellbeing, engagement and morale within the team, without making anyone feel excluded.

STEP 1

In assigned pairs, each person must share and present their action plan and strategy.

STEP 2

Each person must provide feedback and suggestions for improvement to the other.

STEP 3
All participants participate in a debrief to discuss what the optimal action plan looks like.

Activity 3: Monitoring and adjusting your action plan for success

Scenario

You implemented your action plan developed from activities 1 & 2 previously. Using your project management tool of choice and having monitored the team members' performance for 3 months you notice different productivity levels which are affecting the project's timelines.

You want to support your team members so you ask for their feedback, individually, to identify the root cause(s) of the discrepancies. You realise the following:

- 2 team members feel isolated from the rest of the team and don't feel comfortable asking for support

- Your most experienced team member is not proactively sharing knowledge with the others, especially the new joiner.

- Your remote team member is going through a serious health issue and has just informed you that he needs to have regular doctor's appointments that often conflict with the online team meetings.

STEP 1

What will you do to rectify the situation and avoid missing deadlines for the project?

Note down your next actions and update your current action plan.

STEP 2

Present your adjusted action plan and discuss in the group.