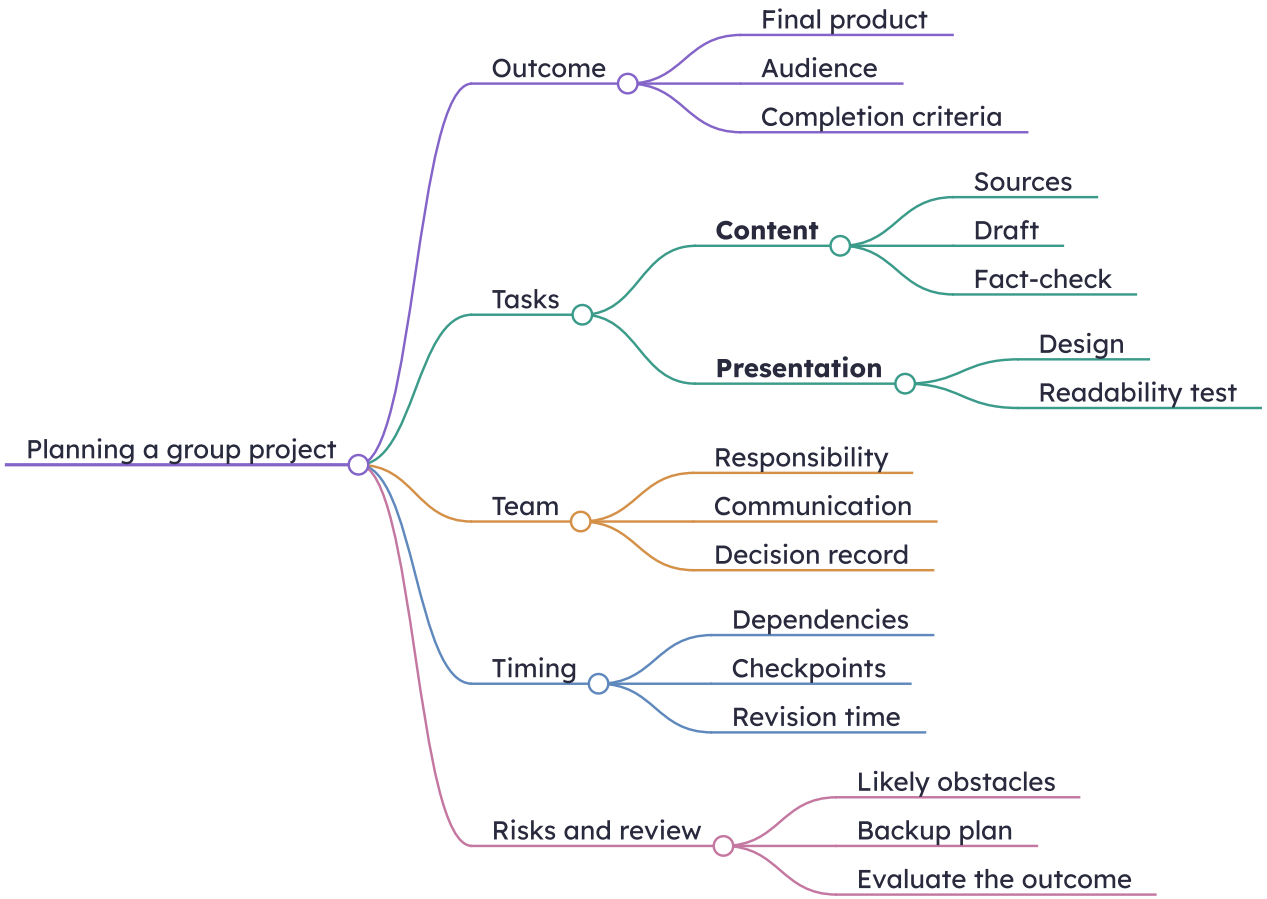
Planning a group project

Agree on an outcome, responsibilities, checkpoints, and a way to handle setbacks.



Read one branch at a time. Then cover the details and explain them in your own words.

Understand the topic

A group project needs a shared outcome and clear completion criteria. Break the work into tasks that produce something concrete, assign responsibility, and identify dependencies. Schedule a review before the final deadline so improvements remain possible. Record decisions and changes where everyone can find them.

How the map is organized

The outcome branch sets direction; tasks, people, and timing explain delivery. Risks make contingency planning explicit.

> **Watch out for this**
> “Everyone will do it” is not a clear responsibility. Someone should ensure each task is followed through.

Try it yourself

Plan a class poster exhibition. Assign research, drafting, fact-checking, and layout tasks, with a shared review before printing.

Two questions to answer

Why set an intermediate deadline?

A checkpoint leaves time to improve before final delivery.

What does a task owner ensure?

Clear responsibility is compatible with collaboration.

Sources

learningcenter.unc.edu
https://learningcenter.unc.edu/tips-and-tools/studying-101-study-smarter-not-harder/

Original practice material compiled by Studera.ai. Explore at studera.ai/en/resources/mind-map-examples.

Planning a group project · in detail

Every detail from the map in reading order. Follow the indentation to see which ideas belong together.

Outcome

- Final product
- Audience
- Completion criteria

Tasks

- Content
  - Sources
  - Draft
  - Fact-check
- Presentation
  - Design
  - Readability test

Planning a group project · in detail

Every detail from the map in reading order. Follow the indentation to see which ideas belong together.

Team

- Responsibility
- Communication
- Decision record

Timing

- Dependencies
- Checkpoints
- Revision time

Planning a group project · in detail

Every detail from the map in reading order. Follow the indentation to see which ideas belong together.

Risks and review

- Likely obstacles
- Backup plan
- Evaluate the outcome