



# Effective Group Projects

Group projects, if done well, help you develop teamwork skills and learn to tackle larger projects. Do not assume that your group experience will be negative. Making group projects effective, educational and enjoyable improve abilities you'll carry forward into the future.

## Assignment Phase

- Get to know one another and make fairly-divided assignments based on skills and interests.
- Create a clear mission statement, a timeline with deadlines and a preferred method of communication.
- Have an honest conversation about how each member prefers to receive feedback when part of their project needs revisions.

## Working Phase

- Communicate as often as needed. Keep records and summaries of things you discuss.
- Check in on each other— make it easy to ask for help with your assignment or offer help to a potentially overwhelmed group member.
- Do not let the attitude of a member who fails to participate affect your attitude or progress as a group.

## Editing Phase

- Plan to have the project put together two days before it is due to prevent procrastination.
- Be sure you're in line with your professor's expectations and any rubric that was provided.
- Fine tune by reviewing the consistency of your formatting, visual style and verb tenses.

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