

Keeping on top of Unit 8

Know your role

- And what you have to do

Have meetings regularly

- Write agenda for meetings and keep minutes. Take turns to chair and minute meetings.
- Keep a clear record of all actions

Timeplan effectively

- Make sure timeplans are carefully thought out and detailed. Keep timeplans up to date
- Use shared online calendars to keep a record of meeting dates, deadlines etc...
- Use a tasks list to keep track of jobs you need to do (in your role)

Communicate well

- Send e-mails/texts/messages etc... Keep copies of them - all of them
- Use e-mail distribution lists and folders to organise your e-mails
- Use contacts to help organise communication
- Use online collaborative documents when it makes sense to

Make sure you'll be able to remember stuff

- Make sure you've got a skills audit, properly completed
- Keep a record of "unexpected events"
- Record when you have developed new skills - and especially when you've been proactive in acquiring them (using books, internet forums, experts etc...)
- When you teach someone else in your team how to do something, record it. In as much detail as possible. Preferably with photos and witness statements

For Project Managers only

- You need to use Open Workbench to draw up an overall project plan - and then keep it up to date. Only you need to do this, but it's tricky and will need some support to do.

Don't forget - record as much as you can when you do it

One of the major problems is recording all of this stuff effectively. Keep records. Take photos. Take screenshots. Back things up.