

STUDENT GUIDE TO GROUP WORK

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Tasks Planning Tool Sample

This Task Planning Tool Template is filled in to represent a snapshot in time for a sample group project; in this case the group has reached the week of October 25th and their work on planning reflects this status.

Main Task/Deliverable	Sub-Tasks	Target start and end date	Group Members Responsible	Status (indicate not started, in progress, or completed)	Documentation & Resources
Marketing Case study analysis report	Regular meetings to share + discuss research findings + results at each stage	Sept. 21 – Nov. 30	Travis, Edgar, Selina, Marion, Priya	In progress	Read case study thoroughly. Refer to course materials
Summary of key issues	Problem statement	Sept. 25 – Oct. 4	Travis + Marion	Completed	Research key themes – articles from business journals, etc.
Identification of theories + concepts operating in the text	Causes – surface and underlying	Oct. 4 – Oct. 11 Share + consult with team	Selina + Edgar	Completed	Relevant course materials Library articles

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Chart of options with pros + cons. Notes on rationale based on course material	Decision criteria + alternative solutions	Oct. 11 – Oct. 18	Priya + Travis	In progress	Explore similar cases Work through possible scenarios – refer to course materials + literature
Outline of steps + reasoned argument in relation to course concepts	Recommended solutions	Oct. 18 – Oct. 25	Edgar + Marion	In progress	
Outline of content and arguments; rough draft	Full draft	Oct. 25 – Nov. 1	Marion + Priya	Waiting for material	List all sources used with relevant segments marked for quoting and paraphrasing
Clarify language, check style, ensure content accuracy, format fully in APA	Revision process	Nov. 1 – Nov. 8	Travis + Selina (but all read content)		

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Overview segment – no more than 1 page	Executive summary	Nov. 8 – Nov. 15	Priya + Edgar		
Final version for submission	Full review + proofreading	Nov. 15 – Nov. 22	Travis, Edgar, Selina, Marion, Priya		



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