Frequently Asked Questions

1- What are project managers' responsibilities?

Key responsibilities include but not limited to :

1- Project managers are supposed to be the first who attend classes as well as the first to come to their team meetings .

2- Project managers should make sure that all individual responsibilities are crystal clear for every team member.

3- Project managers should create synergy and energy in their teams and create value from the diversity of members capabilities and backgrounds.

4- Project managers should keep record of members attendance , participation and report to class instructor if a team member is insisting to act as a free rider after all help , orientation and two or three warnings .

5- Project managers should have their well-organized project managers folders that document all team activities , strategies , deliverables and resources for every class and every presentation.

6- A newly approved project manager will have   to announce his/her approach and the project idea that he/she is in favor of and reserve it as soon possible

7- Project managers should discuss with their prospective team members any potential project ideas they may wish to consider .

8- After industry-proposals are released , a project manager who wishes to reserve a project idea should go immediately to the Webboard system linked in the approval notice and do so since the first who reserves is the first who gets the priority (unless qualifications were not competitive for a particular project).

8- Project managers should also announce team positions available in their teams and what sort of qualifications are required for each position ASAP.

9- Project managers should announce any vacancies in their teams and if the team has no more vacancy this should also be announced.   Students who wish to join this team should reply initially to the project manager message or this message directly .Then they should send the project manager privately - via webct email- their form applications for team positions .

These applications are available in the forms/templates section on the webct system.

10- Once an application is received by a project manager , he/she has to reply to it within 24-48 hours with a decision and an explanation if an application was not accepted (as indicated on the application form itself) . This is if the application was during the semester .Prior to the start of the semester , project managers have to reply within 3-7 days maximum.

2- Do I have to be a good programmer to become a project manager ?

No. You don't have to be a programmer or a highly qualified technical person to apply .This is a management position that requires high degree of dedication , collaboration organization , coordination and commitment . You have to have passion for accomplishment , high respect for people , strong communication skills , patience , responsiveness , care and   honesty . You have to listen extra carefully to project stakeholders , team members and course instructor , learn fast and act promptly . You should be the motivator and the driving force in your team .

3- Can I apply later to a project manger position ?

Yes you can. If you wish to apply later (in which the first week of the Spring 2005 semester is the final deadline) , you can still do so . However , early applicants will have much more advantage since they will have more time , flexibility and opportunities

4- What if I am not interested in a project manager position , what should I do?

If you don't wish to become a project manager , there are certainly plenty of important and significant roles you can play in a team (system analyst , market researcher , database designer , system architect , HCI designer , programmer , etc.). However , you cannot be in a team unless a project manager has been selected and invited applications for membership to his team (team position applications).

5- How I will know if I or some body else was accepted as a project manager ?

You will receive a decision on your application as soon as your application review is finalized (in comparison with other applicants -if necessary). Selected project managers will be announced on the webct system of your section as well

6- What if my schedule is hectic and I have pre-arranged plans during the winter break ?

Since students have various plans , schedules and responsibilities , I will try my best to accommodate your schedules   (based on the availability of the majority) . **No live meetings or activities will be scheduled before Monday Jan 3rd, 2005 .So have fun during the Christmas week.** However, please feel free to email me .If you were selected as PM , I will give you my cell phone number as well.

7- What are the benefits of becoming an early pioneer project manager ?

Becoming a project manager early will facilitate effective communications in advance , accelerate team formation before the hectic start of the semester , reduce the learning curve tremendously and bring a broad array of additional opportunities .

8- What should I expect in return for my dedication and extra efforts ?

In return , you will be awarded substantial appreciation bonus points by the end of the semester (if you lived up to expectations). This can push your grade a full level up (from C to B or from B to A). But remember that you are doing more work than most of your team members (in general)