Project Roles

Assigning roles to group members helps ensure everyone contributes to the group, and all the tasks get completed. Sometimes this happens naturally, or you may need to assign roles.

It's good to try new roles you haven't done before as well, to gain new skills.

Manager/Leader
- Get the group organised
- Organise tasks into sub-tasks
- Keep the group focused and working
- Make sure everyone has a chance to contribute

Sceptic/Thinker
- Ensure the group doesn't rush
- Ask questions so that everyone is on the same page
- Extend the group to explore all possibilities

Checker/Recorder
- Check that all group members agree and are happy with decisions
- Record the group's solutions

Conciliator
- Resolve conflicts
- Help everyone to get along
- Ensure that members feel like their opinions are valued

Explainer
- Re-state the main points
- Ensure that each member understands their responsibilities and what they need to do

Adapted from The University of Queensland: http://www.uq.edu.au/student-services/learning/roles-groups