**Project Contract**

A project contract lays out a plan with goals, tasks and timelines for the project. It can be used to facilitate group discussion on how the group should proceed with the project. It also serves as a mutual agreement for group members so all members are accountable for the tasks assigned to them. Your group is recommended to start by discussing the project topic and talk with each other to find out the personality, strengths and interests of different members. Make the best use of resources to maximise the outcomes. Negotiation plays an important role in group work, and communication is key to success.

**Group Number or Group Name**:

**Group Members (student name and number)**:

**Project Title (if you have one)**:

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**Project Period**:

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| --- | --- | --- | --- |
| Start on: |  | Finish on: |  |

**Project Goals, Objectives and Tasks**

Spend time and discuss among your group your understanding about the assignment requirements, what goals your group wants to achieve and how you want to achieve them together. You may use concept map to help you organise and select ideas. In the table below, put down your group goals and the tasks that your group agrees to perform to achieve the goals. Note: one goal or objective may need several tasks while one task may address several goals. Add more rows if necessary.

| **Goals** | **Tasks** |
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**Action Plan**

Copy the information in the Task column of the table above and put it down in the second column of this table. Discuss among your group and prioritise the tasks based on the importance and urgency, decide by when each task should be completed and assign tasks to members based on their interests and strengths. Note: a big task may need more than one member while one member may be responsible for several tasks. Add more rows if necessary.

| **Priority** | **Task** | **Target date for completion** | **Person in charge** |
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**Ground Rules for the Group**

Ground rules tell about how the group functions and how members in the group behave. Add more areas and rules if necessary.

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| **Major Area** | **Question** | **Solutions and Rules** |
| **Group Communication** | * *How often will the group meet to discuss the project?* * *How will your group meet?* |  |
| **Behavioural Control** | * *How will the group deal with someone not showing up in the meeting/ discussion?* |  |
| **Participation and Sharing** | * *How will your group encourage every one in the group to participate and share ideas?* |  |
| **Decision Making** | * *How will your group make decision when members have different views?* |  |
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**Agreement and Commitment**

The project contract should be agreed by all members. By signing the contract, it means all members have agreed to the information being put down in this contract and understood their roles and responsibilities in this project. Add more rows if necessary.

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| **Name** | **Signature** |
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| Date: |  |