

# Keeping on top of Unit 8

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## **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.