

Group Leader Responsibilities
Software Development Project
Fall 2007

Congratulations on being selected by your peers for this position. It speaks well of you and should be considered an honor. I hope this will be a great learning experience for you. At times it will get difficult, frustrating, aggravating, and stressful. But when everything is said and done, you will not believe the tremendous feeling of gratification for a "job well done."

Believe me, when you're working with people, it can be a tough job. One word of advice when dealing with people:

Treat others as you would want to be treated.

One word of advice when the going gets tough:

Be strong and courageous! Do not tremble or be dismayed for the Lord your God is with you wherever you go. (Joshua 1:9)

The greatest leader of all time was Jesus. Look to him as your example and guide. With him all things are possible for you! So be strong... I know you'll do a *great* job!

Responsibilities

1. Filling out personnel reports for your teammates and yourself and turning them in at group leader meetings.
2. Being present for group leader meetings.
3. Assigning work tasks to group members.
4. Organizing and coordinating group meetings.
5. Evaluating personnel in your charge.
6. Seeing that the project is completed according to requirements.
7. Ensuring everything is turned in on time.
8. Making the final decision on matters of disagreement in group.
9. Motivating your team to a high level of performance.

Evaluation Rating Scale

Score	Rating	Explanation
1	Poor	No measurable work, not contributing to team effort, lazy, selfish, too busy working on other things.
2	Below average	Running behind on tasks but trying, giving some effort but could be doing better, contributing to team effort but could be contributing more.
3	Average	Completing assigned tasks on time and with quality, only doing what is asked and no more.
4	Good	Completing tasks on time and time with quality, helping others if needed to finish their tasks, doing more than what is required, taking initiative to do other tasks without being told.
5	Superior	Superior effort in every way, putting in many hours, superior sacrifice to help team reach its goal.



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