

# Project roles

Assigning specific roles to individuals is a good way to ensure that the group work runs smoothly.

Sometimes, this happens naturally, but if not, assigning roles can be a way to ensure the workload is distributed amongst all members of the group:



## 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 the 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>

