# **TEAM LEADER/OPERATIONS DIRECTOR**

#### WHAT IS A TEAM LEADER/ OPERATIONS DIRECTOR?

You need lead your team therefore good organisational skills and the ability to motivate is important. You are responsible for ensuring that everyone is allocated a task, and your team are engaged and well-informed. You must take responsibility to check all information before it is handed in and ensuring that your team completes each task on time!

## WHAT IS MY ROLE IN THE PROJECT?

You'll be the Team Leader for the entire project from initial conception, through design, purchase and installation, to final production of the product and sign off.

You will need to work closely with all team members to ensure all the information needed in the challenge document/presentation is completed properly before you submit it.

You'll have to balance a whole range of factors in order to get your challenge completed and on time.

### WHAT WILL BE EXPECTED OF ME?

You will liaise with all team members on the project and compile regular progress reports, while also managing and addressing any issues, risks or changes that might arise during the development of the new product.

You must take responsibility and sign off all information before it is handed in and ensuring that your team completes each task fully and on time!

#### THINGS YOU NEED TO TAKE INTO ACCOUNT

Everybody will need to work together as a team. You will need to manage this.

You will listen to everyone's ideas and opinions when working on the project, and that these are considered, but you as team leader will have the final say as to what happens.

It is your responsibility for making sure everyone does there job properly and all documentation and information needed for the challenge is completed fully before submission.

Working with the finance manager you need to keep a close eye on all costs on the project, making sure the product is financially viable.

Sales and Marketing costs need to be monitored closely so they don't go over budget.

# WHAT WILL BE EXPECTED OF ME?

How did you all work as a team, and did you have any problems when working out who did what role and how did you overcome these.

Where there any disagreements over what the product was going to be, if so, how did you overcome this.

Did you work out how long it would take from the initial idea of the product to the time it was produced and ready for sale.

What was your biggest expense on the project?

