

The background features a light gray geometric pattern of overlapping triangles. In the center, two dark gray silhouettes of human heads in profile face each other. Between them are two overlapping speech bubbles, one light green and one light blue. The text is centered over these elements.

# Project management

PSYC 11: Laboratory in Psychological Science

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# Staying on track

## Managing long-term deadlines

- When big team deadlines are far away, how can you know if you are on track?
- Break down your big tasks into **smaller tasks** with **interim deadlines**
- Define points of accountability
- Use frequent updates and audits

# How do you decide what to work on "next"?

Think: weekly snippets!

- What have I **already done**?
- What are the **next milestones**?
- Is there anything I'm **stuck on**?

# Tips and tricks for implementation

## Practical project advice

- Tasks are associated with **products** -- a task is not "done" until you have something tangible to show for it
- When you accept or assign a task, make sure it is clear what the **deliverable** will be
- **Pilot test early:** run through your experiment yourself before collecting real data
- Life happens -- communicate with your team if expectations shift

# Tools to keep you organized

## Project management options

- **Slack channel:** daily check-ins, quick questions, sharing files
- **Shared Google Doc:** running notes, task assignments, meeting agendas
- **Project board** (Trello, GitHub Projects, etc.): track tasks visually with columns like "To Do," "In Progress," and "Done"
- Pick whatever works for your group -- the best system is the one you actually use

# Discussion: what is your plan for this week?

## Group check-in (5 minutes)

- In your groups, answer:
  - What does each person need to do **before next class**?
  - What is the **single biggest risk** to your project right now?
  - What help do you need from the TA or me?

# Human subjects training (CPHS)

## Required before you can collect data

- All group members must complete the **CPHS (Committee for the Protection of Human Subjects) training** before collecting any data from human participants
- This is a Dartmouth requirement for all research involving human subjects
- **You need to complete this at home over the weekend**

# How to complete CPHS training

## Step-by-step instructions

1. Go to <https://cphs.dartmouth.edu> and log in with your Dartmouth credentials
2. Navigate to the **CITI Training** section
3. Complete the "**Social & Behavioral Research**" basic course
4. The training takes approximately **1--2 hours**
5. Save your **completion certificate** -- you will need to submit it

## Deadline

Complete CPHS training **before next week's class** so your group can begin data collection on time.