



# Project engagement and management guide

Navigating the complexities of a project within research and development and applied science can be demanding, but there are some simple and proven ways to keep our collaborations on-track.

**Here are some tips to foster collaboration and achieve our shared project goals:**

- 1. Identify key contacts:** Know who your main points of contact are. This could be a researcher, Business Development Manager, or Technical Officer.
- 2. Direct & open communication:** Communicate directly, often and openly with your key CSIRO contact. They will coordinate with other CSIRO staff as required.
- 3. Preferred communication methods:** Discuss and agree on your preferred method of communication with your key contact and other CSIRO staff, whether it's verbal, via email, or face-to-face.
- 4. Meeting schedules:** Work with us to jointly schedule meetings to ensure milestone deliverables are met. Schedule meetings early, and at regular intervals, as diaries can fill up quickly.
- 5. Be proactive:** Anticipate potential challenges and address them before they become issues. Proactive management and communication are critical.
- 6. Organised meetings:** Run well-structured meetings, with a clear agenda. Take and circulate detailed minutes, record actions, and keep meetings running to time.
- 7. Action changes promptly:** If there are any changes or concerns, share them, as soon as they arise. Changes must be agreed to and confirmed in writing, and may require a contract variation.
- 8. Set clear roles and responsibilities:** Define and document the roles and responsibilities of each team member involved in the project.
- 9. Foster collaborative working:** Collaborative problem-solving can lead to more innovative and effective solutions, enhancing the overall success of the project.
- 10. End-of-project debrief:** At the end of the project, debrief with the team to discuss outcomes and any lessons learned.

## Common pitfalls and solutions:

- **Unclear objectives:** Ensure all goals are clearly documented and understood by all stakeholders.
- **Poor communication:** Regularly check in to prevent misunderstandings.
- **Resource shortages:** Efficiently plan and allocate all the resources you need.
- **Unrealistic deadlines:** Set achievable and agreed deadlines and adjust as needed to maintain project quality.
- **Scope creep:** There may be scope to manage changes, noting additional work can incur extra costs and affect timelines.

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. CSIRO. Creating a better future for everyone.

For more information on what to expect when working with us, [visit our collaboration page.](#)

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