



TEN TIPS is a new series from the APA Transportation Planning Division's Emerging Professionals Group. Each installment of the series includes tips from experienced transportation planning professionals aimed at helping students and new planners navigate the industry.

Working Well in a Project Team

1. I think the main thing is to remain flexible to the largest extent possible. Planning is a small world and **maintaining relationships long term is important.** *Gabriela Juarez, Planner, Los Angeles Planning Department*
2. **If you promise to do something, do it.** If you don't know how to do something, say so. Make sure anything you write is clean, coherent, and spell-checked. *Anonymous*
3. **Trust in your team and earn their trust.** *Madhu Narayanasamy, AICP, Project Manager, CDM Smith*
4. Be confident and productive, but also be open to suggestions from others. If you need help, **do not hesitate to ask for help.** *Chris Comeau, AICP CTP, Transportation Planner, Bellingham Public Works Engineering*
5. **Your expertise is needed.** Just don't step on any toes. *Anonymous*
6. Understand you and your other team members' roles and tasks. Ask questions and communicate clearly and often. **Don't take things personally.** *Lindsey Morse, AICP, Research Associate, Railway and Transport Strategy Centre, Imperial College London*
7. Listen to what others say, understand the tasks, do your tasks well and on time, and offer to help others who may need it. **Be organized and helpful.** *Cynthia Hoyle, FAICP, Alta Planning + Design*
8. **Practice your give and take.** Your way may not always be the best, but then again, it may be, so don't be afraid to contribute any ideas you have. Do your part and make sure you understand your full role in the project. For example, are you representing your agency in a project? If so, do you need to check with board members or co-workers to get a full picture of your agency's stance on an issue in order to fully represent the agency and not just your point of view? *Shelby Powell, AICP, Deputy Director, NC Capital Area MPO*
9. **Listen, listen and listen!** *Dharm Guruswamy, AICP CTP, Corrective Action Plans Program Manager, FTA WMATA Safety Oversight, Federal Transit Administration*
10. **Be inquisitive and constructive.** Always assume good intentions and look for the positive in every idea first. Offer ideas constructively and with confidence. *Marsha Anderson Bomar, AICP, Senior Principal, Stantec*