**The SPARK Method Case Study**

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| **Course Title**  | **Flawless Project Management with the SPARK Method** |
| **Course Learning Goals** | 1. Know where to start with Project Management, communicate and cooperate effectively.
2. Know how to lead a team.
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| **Case Study Check List Area** | 1. Introduction and
2. “S” – Strategy – Ways to collaborate
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| Case Study Section Title | Task Description | Training Lesson Completed | Case Study Task Completed | Tested on a Real Project | FeedbackGathered | Wrote Comment How It Worked |
| “S” – STRATEGY**Ways to collaborate** | 1. **Create a folder on your PC where you will save all needed templates.**
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| * 1. Initially, create a folder structure per our course modules and lessons.
 |  |  |  |  |  |
| * 1. Accommodate it per your personal preferences and project needs.
 |  |  |  |  |  |
| * 1. Add documents, templates, details from your real-life projects.
 |  |  |  |  |  |
| 1. **Create Stakeholder Map.**
 |  |  |  |  |  |
| * 1. Download template.
 |  |  |  |  |  |
| * 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
| * 1. Fill in Case Study Copy with Stakeholders from the Case Study:
 |  |
| * + 1. Those who are already mentioned in Case Study.
 |  |  |  |  |  |
| * + 1. Those who you would need to complete Case Study based on your plan.
 |  |  |  |  |  |
| * 1. Keep updating Stakeholder Map as you are progressing through Case Study.
 |  |  |  |  |  |
| 1. **Decide on types of meetings you will need to have and with whom.**
 |
| * 1. Download meeting type template.
 |  |  |  |  |  |
| * 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
| * 1. Fill in Case Study Copy with Meeting Details.
 |  |  |  |  |  |
| * 1. Create precise Agenda for each meeting type.
 |  |  |  |  |  |
| 1. **Create an e-mail template for different communication purposes.**
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| * 1. Short, precise email for each meeting type.
 |  |  |  |  |  |
| * 1. Short, precise project status report for Project Sponsor and main stakeholders.
 |  |  |  |  |  |
| * 1. Save those email templates for future projects.
 |  |  |  |  |  |
| * 1. Get feedback on email quality and precision.
 |  |  |  |  |  |
| 1. **Decide on your audio conference solution.**
 |
| * 1. Test solutions available in your company, before organizing the first meeting.
 |  |  |  |  |  |
| * 1. Test your audio equipment - phone, phone number, audio quality, headphones, mute control.
 |  |  |  |  |  |
| * 1. Copy clear conference details and ways to join to your meetings.
 |  |  |  |  |  |
| * 1. Download short Check List how to prepare conference room for audio conferences.
 |  |  |  |  |  |
| 1. **Decide on screen sharing solution.**
 |
| * 1. Analyze available solutions (WebEx, Skype, Zoom etc.).
 |  |  |  |  |  |
| * 1. Test solutions available in your company, before organizing the first meeting.
 |  |  |  |  |  |
| * 1. Test your audio/video equipment - phone, phone number, audio quality, headphones, mute control, screen sharing software.
 |  |  |  |  |  |
| * 1. Copy clear conference details and ways to join to your meeting Agendas.
 |  |  |  |  |  |
| * 1. Download short Check List how to prepare conference room and computer screen for screen sharing.
 |  |  |  |  |  |
| 1. **Decide on video conference solution**
 |
| * 1. Analyze available solutions (WebEx, Skype, Zoom, Telepresence etc.).
 |  |  |  |  |  |
| * 1. Test solutions available in your company, before organizing the first meeting.
 |  |  |  |  |  |
| * 1. Test your audio/video equipment - phone, phone number, audio quality, headphones, mute control, video/web camera, video conferencing software.
 |  |  |  |  |  |
| * 1. Download short Check List how to prepare conference room and computer screen for video conferencing.
 |  |  |  |  |  |
| 1. **Download short Check List how to prepare conference room for face-to-face meetings.**
 |  |  |  |  |  |
| 1. **Choose and test favorite Chat Tool**
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| * 1. Analyze available solutions (Slack, Skype, Google Hangouts).
 |  |  |  |  |  |
| * 1. Download short Check List how to prepare for chat usage.
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