**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. |
| **Case Study Check List Area** | 1. Introduction and 2. “S” – Strategy – Ways to collaborate |

**A picture containing electronics

Description generated with high confidence**

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| Case Study Section Title | Task Description | Training Lesson Completed | Case Study Task Completed | Tested on a Real Project | Feedback  Gathered | Wrote Comment How It Worked |
| “S” –  STRATEGY  **Ways to collaborate** | 1. **Create a folder on your PC where you will save all needed templates.** | | | | | |
| * 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.** | | | | | |
| * 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** | | | | | |
| * 1. Analyze available solutions (Slack, Skype, Google Hangouts). |  |  |  |  |  |
| * 1. Download short Check List how to prepare for chat usage. |  |  |  |  |  |