**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. “P” - Planning – Job to be Done
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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 |
| “P” – PLANNING**Job to be Done** | 1. **Create Your Work Breakdown Structure (What work has to be done?).**
 |
| * + 1. Download xMind and Excel templates.
 |  |  |  |  |  |
| * + 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
| * + 1. Create WBS for the Case Study.
 |  |  |  |  |  |
| * 1. Keep updating WBS as you are progressing through Case Study.
 |  |  |  |  |  |
| * 1. Accommodate Template according to your needs.
 |  |  |  |  |  |
| * 1. Choose your favorite tools for WBS creation (xMind, Excel, MS Project, Project Libre or Other).
 |  |  |  |  |  |
| 1. **Create Your Schedule (When task can be completed?).**
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| * + 1. Download xMind and Excel templates.
 |  |  |  |  |  |
| * + 1. Copy it to your folder for the future projects.
 |  |
| * + 1. Create Schedule for the Case Study.
 |  |  |  |  |  |
| * 1. Keep updating Schedule as you are progressing through Case Study.
 |  |  |  |  |  |
| * 1. Accommodate Template according to your needs.
 |  |  |  |  |  |
| * 1. Choose your favorite tools for Schedule creation (xMind, Excel, MS Project, Project Libre or Other).
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| 1. **Create Your Cost Estimate (How much does this project cost?).**
 |
| 1. Download xMind and Excel templates.
 |  |  |  |  |  |
| 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
| 1. Create Cost Estimates for the Case Study.
 |  |  |  |  |  |
| 1. Keep updating Costs as you are progressing through Case Study.
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| 1. Accommodate Template according to your needs.
 |  |  |  |  |  |
| 1. Choose your favorite tools for Schedule creation (xMind, Excel, MS Project, Project Libre or Other).
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| 1. **Execute the work (How to get it done?)**
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| * 1. Get to know processes and procedures to perform **Change Management** in your company.
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| * 1. Download a change management template.
 |  |  |  |  |  |
| * 1. Copy it to your folder for the future projects.
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| * 1. Organize at least one Change for the Case Study.
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| * 1. Investigate what system is used in your company for Change Management.
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|  | * 1. Choose your tool for tracking the work (Wall of Work). (Ex. xMind, Excel, Gantt Chart, MS Project, Project Libre, Trello or other)
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|  | 1. **Analyze Risks in your plan. (What can go wrong in your project?)**
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|  | * + 1. Download xMind and Excel templates.
 |  |  |  |  |  |
|  | * + 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
|  | * + 1. **Create Risk Response for the Case Study.**
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|  | 1. Keep updating Risk Analyzes as you are progressing through Case Study.
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|  | 1. Accommodate Template according to your needs.
 |  |  |  |  |  |
|  | 1. Choose your favorite tools for Schedule creation (xMind, Excel, MS Project, Project Libre or Other).
 |  |  |  |  |  |
|  | 1. **Prepare for Issue Management (Or: “When something goes wrong”).**
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|  | * 1. Download xMind and Excel templates.
 |  |  |  |  |  |
|  | * 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
|  | * 1. Prepare Issue Management template for the Case Study.
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|  | * 1. Keep updating Issue Log as you are progressing through Case Study.
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|  | * 1. Accommodate Template according to your needs.
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|  | * 1. Choose your favorite tools for Issue Management creation (xMind, Excel, MS Project, Project Libre or Other).
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|  | * 1. Write down phone numbers of team members beforehand. Add it to Stakeholders map.
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|  | * 1. Download **Escalation Matrix** in case of issues with primary contacts. Add it to your Stakeholders map.
 |  |  |  |  |  |
|  | 1. **Generate and use Lessons Learned.**
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|  | * 1. Download xMind and Excel templates.
 |  |  |  |  |  |
|  | * 1. Copy it to your folder for the future projects.
 |  |  |  |  |  |
|  | * 1. Write at least three Lessons Learned for the Case Study.
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|  | * 1. Reflect Lessons Learned in WBS, Schedule, Cost Estimates and other impacted elements.
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