**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. “K” - Know and Practice Leadership Values. |

**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 |
| “K” –  KNOW THE REAL LEADERSHIP VALUES  **Live with True Leadership Values Every Day** | 1. **Create a Social Contract with your team as one of the basic practices to implement trust in your team.** | | | | | |
| * 1. Download xMind and Excel templates. |  |  |  |  |  |
| * 1. Copy it to your folder for the future projects. |  |  |  |  |  |
| * 1. Perform Social Contract with your team. |  |  |  |  |  |
| 1. **Organize 1-on-1 sessions to:** | | | | | |
| * 1. Provide and get feedback and expectations from your team members. |  |  |  |  |  |
| * 1. Practice to speak last. Switch off your own ego! |  |  |  |  |  |
| 1. **Organize at least two, short, 5-10-minute meetings to give immediate positive feedback.   Praise your team members!** |  |  |  |  |  |
| 1. **Organize at least two, short, 5-10-minute meetings to give constructive feedback.   Criticize situation not the person! Help to your team members to grow.** |  |  |  |  |  |
|  | 1. **Organize retrospective with your team members** | | | | | |
|  | * 1. Collect answer to the question: “What went well?” |  |  |  |  |  |
|  | * 1. Collect answer to the question: “What didn’t go well?” |  |  |  |  |  |
|  | * 1. Collect answer to the question: “What puzzles us?” |  |  |  |  |  |
|  | * 1. Take actions to your backlog / WBS and make retrospective integral part of your system. |  |  |  |  |  |
|  | 1. **“Values are not only your own, but also VALUES YOU WALK PAST”.** | | | | | |
|  | * 1. React instantly on gossip and say that that is not something we want to have in our team. |  |  |  |  |  |
|  | * 1. React when someone is treated badly. |  |  |  |  |  |
|  | * 1. React if someone is asking for a help even if it is not in your own team. |  |  |  |  |  |
|  | * 1. Write down your experiences. |  |  |  |  |  |