**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. “A” - Action – Act, Listen, Improve |

**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 |
| “A” –  ACTION  **Act, Listen, Improve** | 1. **Collect Feedback on your communication strategy.** | | | | | |
| * 1. Feedback on Stakeholder map creation process and precision. |  |  |  |  |  |
| * 1. Feedback on meetings organization and agendas. |  |  |  |  |  |
| * 1. Feedback on e-mails quality and precision. |  |  |  |  |  |
| * 1. Feedback on quality of audio conferences. |  |  |  |  |  |
| * 1. Feedback on quality of meeting with usage of screen sharing. |  |  |  |  |  |
| * 1. Feedback on quality of meetings with usage of video conferences. |  |  |  |  |  |
| * 1. Feedback on quality and usage of chat conversations. |  |  |  |  |  |
| 1. **Collect Feedback on quality of following planning activities you’ve performed:** | | | | | |
| * 1. Work Breakdown Structure creation process. |  |  |  |  |  |
| * 1. Schedule creation process. |  |  |  |  |  |
| * 1. Cost Estimates. |  |  |  |  |  |
| * 1. Change Management. |  |  |  |  |  |
| * 1. Risk Analyzes. | | | | | |
| * 1. Issue Management. |  |  |  |  |  |
| * 1. Lessons Learned. |  |  |  |  |  |
| 1. **Choose your favorite way to get feedback.** | | | | | |
| * 1. Anonymous via web tooling. |  |  |  |  |  |
| * 1. 1-on-1 direct feedback. |  |  |  |  |  |
| * 1. Direct feedback via e-mail or another written medium. |  |  |  |  |  |
|  | 1. **Implement changes based on received feedback.** |  |  |  |  |  |
|  | 1. **Understand impact of feedback and how others see you if you consider their realistic and value-added suggestions.** | | | | | |
|  | * 1. Reflect on received feedback. |  |  |  |  |  |
|  | * 1. Compare knowledge of your performance before and after all feedback is received. |  |  |  |  |  |