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