

Entrepreneurship Curricula

Complete action as base model - Exchange Farewell Dinner-Party Project

Indications

During the execution of the project, the project management of each team bears the responsibility to sufficiently inform every participant about the progress of the project. This can be done for example with the help of the common project logbook/diary, but also through personal dialogue, meetings and presentations.

Project marketing involves the internal and external presentation of a project. This

includes:

- a catchy project title;
- the creation of a project logo;
- a performance-based representation of the work progress;
- submission of regular reports about the progress of the project in order to inform decision-makers/clients;
- development of a project website, etc.

Project controlling is one of the main tasks of the project manager during the realisation phase of a project. It means to foresee, at an early stage, possible deviations from the plan, identify the ones that have already occurred and react immediately to correct them.

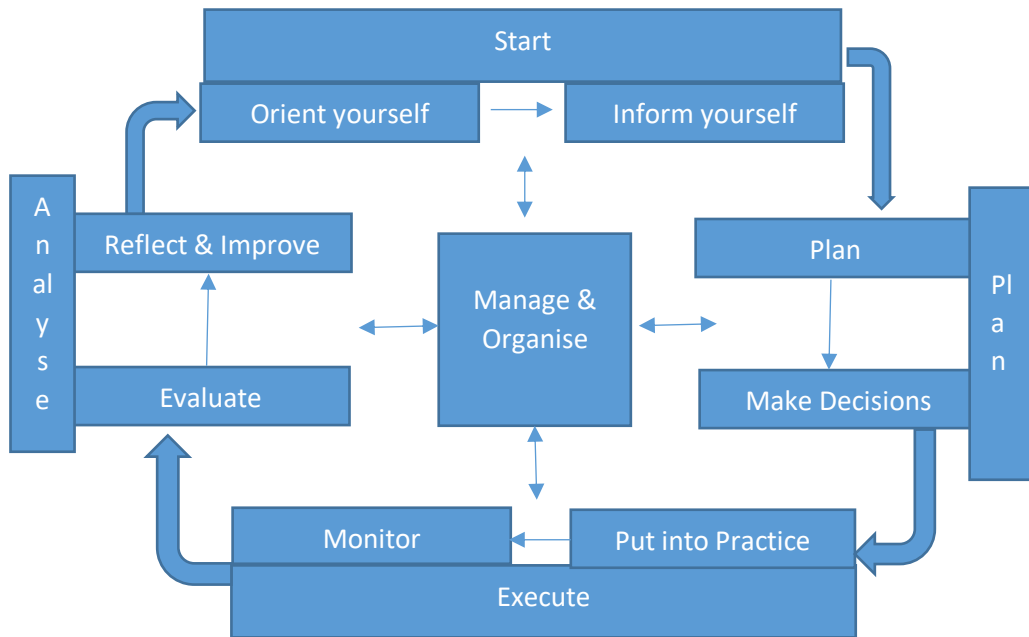
Another task of the project manager is to offer guidance and support for solving (crosscultural) conflicts.

Milestones represent an excellent opportunity for project controlling. During the definition of these intermediate results it is possible to critically review the accomplished project phases and steps and have the possibility of making the corresponding corrections in the project plan if necessary. All the participants/team members should attend the milestone-meetings!

Excel tables are an efficient controlling-tool for small and middle-sized projects. In these tables it is possible to include and compare the target values and the actual values. However, it is crucial to document the information correctly and update it continuously.

A complete action consists of various **stages**. When situations are complex and unclear, it may easily happen that action steps are missed out because one simply jumps to the apparently most convenient one. For example, it can happen that ideas are directly put into practice without considering the actual goal of the action. However, if you respect this base model for complete action, you may never make this error again.

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Exercise


1. Form groups of three. Imagine that you want to organize together the **Exchange Farewell Dinner-Party**.
2. What do you have to take into consideration? The questions you find next page will help you to assess the project better. What other **questions** might be raised?
3. Which **answers** did you find related to the project “**Exchange Farewell Dinner-Party**”?
4. **Compare** the base model for complete action with the Project Management Roadmap above. What do you notice?
5. Finally, **present** your results (keep it short: 3-5 minutes).

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B.

Orient yourself	What is the reason for the initial on of the project "Round-the-world trip... Which are the framework conditions (time-frame, costs)? Other questions... What should be achieved and what not? Are there counter-arguments to the project?	keywords
		
Inform yourself		




Plan	What do we have to do and when do we have to do it? Who is taking charge of which tasks? Other questions... What risks have to be considered? Should the project be realised or not?	keywords
		
Make decisions		



Put into practice	Are we carrying out the right tasks (priorities)? What should we do differently? Other questions Are we carrying out the tasks correctly (quality)? Are we as fast, as good and as far as we should be according	keywords
		
Monitor continuously		



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Evaluate	Which goals did we reach and which were not achieved?	keywords
	Did we achieve our goals properly?	
	Other questions	
	Why did we reach or not reach our goals?	
	What would we do differently next time?	
Reflect and Improve		