



UNIT 5.2: CREATING A STRUCTURE FOR PROJECT WORK

1. Objective

The questions listed below provide an orientation for structuring a group project work. Following these questions, the objective of this unit is to elaborate a team agreement for the upcoming group analysis project.

a) Content of analysis

- Choose a report for analysis.
- Choose the level of analysis:
 - Levels: basic, advanced, expert
 - Consider your possibilities, interests, resources, timeframe
- Define the content for analysis in addition to the predetermined points:
 - What aspects are particularly interesting to you?
 - Which KPI do you want to include?

b) Organization of work

- Define roles and responsibilities in the team:
 - Who will be the team leader?
 - Who will be responsible for communication?
- Discuss the division of labour:
 - Will everybody do all parts of the analysis or are you going to split up the different aspects?
 - Do you have special interests in some aspects?
 - Are some aspects of the analysis specifically important for your work context?
- Decide how to exchange individual results:
 - How will you share your individual results?
 - How will you give feedback on each other's work?
 - Will you control each other's work?
- Elaborate a work plan for the analysis work:
 - What are the deadlines for each step and the delivery of results?
 - What is the procedure if deadlines cannot be met?
 - Did you take holidays and vacations into you consideration?



- Establish rules of communication:
 - What channels of communication will you use and how often will you communicate with each other?
 - Is there a possibility to meet in person?
 - Do you have each other's contact details?

c) Presentation of results

- Decide how you are going to present your results:
 - What results are you going to present?
 - Who will prepare the final presentation?
 - Who is going to present the results?

Group task:

1. Draw up a team agreement and work plan (40 min).
2. Present your team agreement and work plan to the other groups (3 min per group).



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