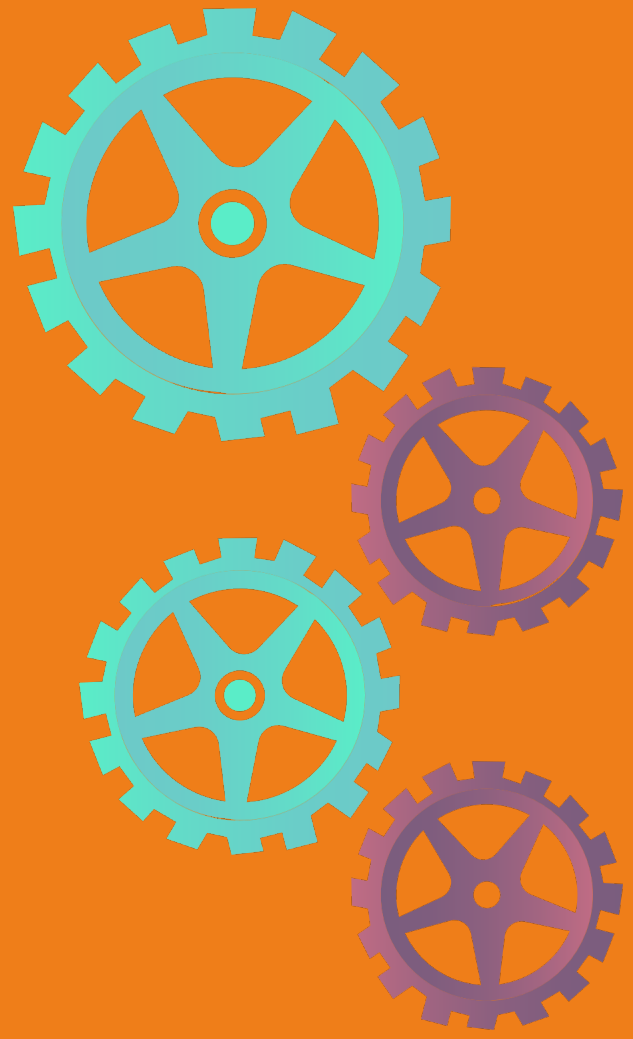
Innovative
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The Project Journey

The project phases and related digital tools



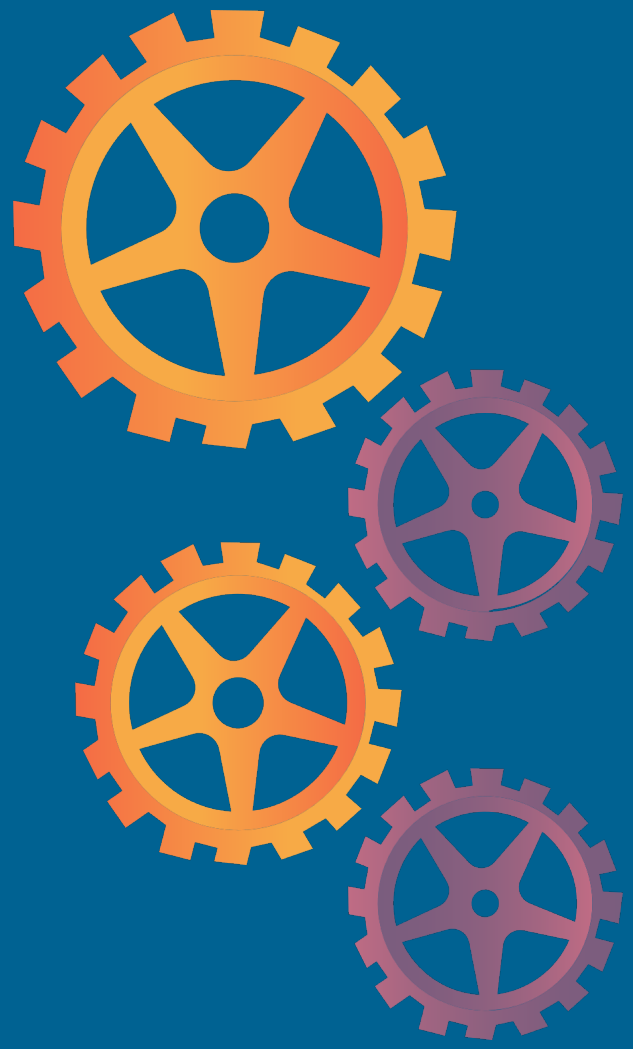


Project - the most common example of a collaboration

When you think about a good example of a collaborative way of working, then project creation comes to your mind. Of course, it is the most typical example of professional collaboration as it contains management, communication, data and information flow and share, and creation of deliverables.

In general, this way of working covers so many aspects of work organisation based on collaboration - from the very beginning (typically, the moment of the creation of a project definition) to the implementation and promotion of the project results. To work on a project will cover working in team, working under common schedule and deadlines, sharing the results, regular meetings, reporting, quality checks, information flow, etc.

For many of these steps, there are very useful digital tools that we have already presented in the previous chapter that can make the work simpler, more effective, with an efficient way of communication and helping you oversee your tasks or supporting you with the overall organisation.



The stages of project creation

We will now define 4 stages of the project lifetime and list the appropriate digital tools to support the work:

I. Analysis of the problem and need and definition of the project idea

II. Planning

III. Design and Development

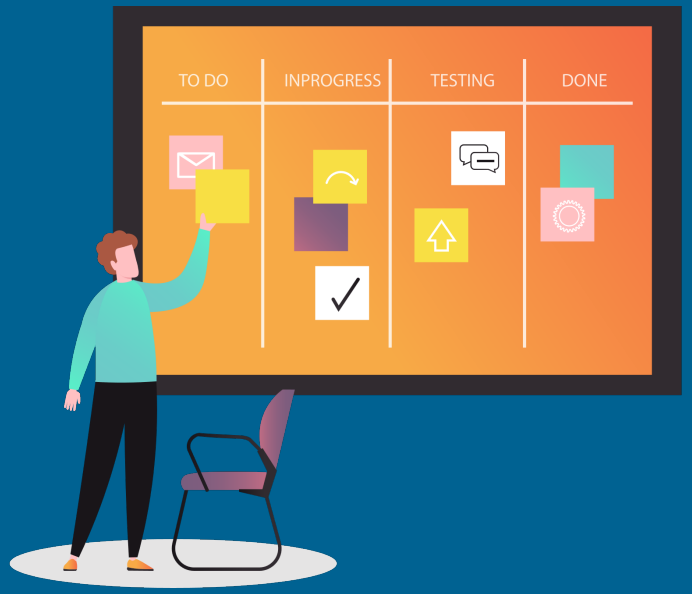
IV. Project closure

We will list now some of the previously mentioned collaborative digital tools, accordingly to each stage of the project to give examples of the digital collaboration.



Communication and meetings

For meetings and communication, you can use all the previously mentioned platforms. But only some of them have embedded features of videoconferencing: **Google Meet, Zoom, Webex, MS Teams, Slack.** All of these tools allow you to share documents and presentations.



I. Analysis of the problem and need and definition of the project idea

a. Analyses of the problem and need

These analyses consist of two steps:

- Analysis of the problem that will be solved by the project
- Needs analysis for proofing the need of the project and the estimation of the advantages coming out from the project

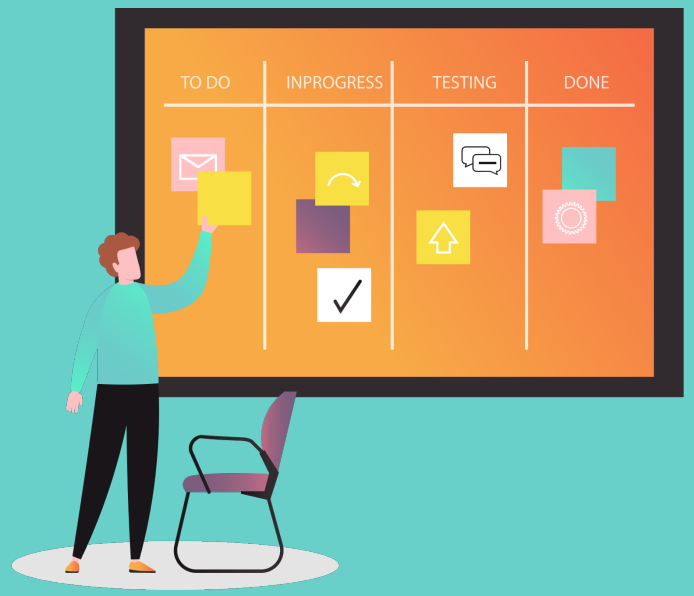
Both the analyses usually consist of desk research and feedback from the target groups/ interested stakeholders.

Digital tools that can be used for analysis creation:

When you will analyse the problems the target groups/stakeholders face and their needs, you can either meet with them or if you need more extensive feedback, you can create a survey. For both ways, you can use several tools to work with target groups/stakeholders.

Miro, Coggle, MindMeister, Canva etc. can be used to brainstorm with the project partners, with the target group(s)/ interested stakeholders. They can be connected through the mobile phones or computers and add their views directly into the mind map.

If you need to **carry out a broader survey**, you can create a digital questionnaire using the following tools: **Google Forms or SurveyMonkey**.



b. Project idea

After confirming the necessity of your project, you must draft a concept that will define the project and will include answers to following questions:

What is the aim and the subject of the project? Is the project a result to solve a problem of any kind? Is the project really needed and what will be the added value of it or what is the innovation of the project? What is the target group and how big? Will I have sufficient funding for the project? What will be the approximate project budget? What will be the project results? What is the time needed to create the project results?

That is quite the challenge, so you would need to have an internal consultation with your colleagues/ project partners to have a brainstorming session and to get the first frame of the project.

Again, you can use mind mapping method to get the whole picture of the project, using the above-mentioned mind mapping digital tools. And the final picture of the project will become a text document, that can be further worked out with others within **MS TEAMS, Google drive, Dropbox, MS One drive.**



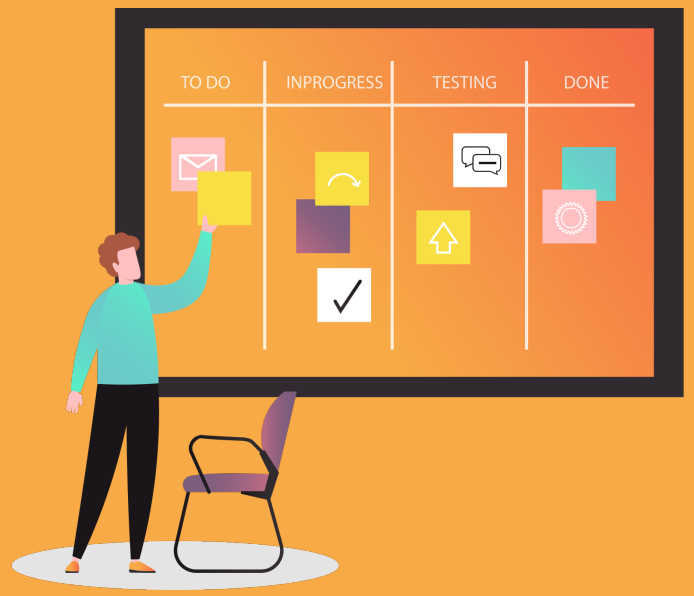
II.Planning

After creating the project concept, you will have to elaborate on a detailed plan how to implement your idea in the time frame you set for and within the budget you have available. You will have to elaborate on team, definition of deliverables, division of tasks and their supervisors, timeline of the project implementation, estimated costs and budget available, the need for external suppliers, risks, quality to be achieved and quality planning (assessing the quality criteria of the project), communication of the project.

Again, in the beginning, you can use the **mind mapping tools** for and sorting out the ideas – **Miro, Coggle, Microsoft Visio**.

When the planning is ready, you can implement it into the project management platforms/ tools **– MS TEAMS, Google Workspace that both also provide the online video communication for regular team meetings, or combine tools like Slack, Zoom, Webex, Google Meet with other tools for sharing and collaboration Basecamp (advanced solution for project management) or Google apps (Drive, Calendar), Dropbox, TRELLO, Asana or OneDrive.**

In case, you do not have sufficient funds, you will try to get funding outside of your organisation in the form of grant/subsidy or even a gift. For that, you will need to prepare an application of the project proposal into specific funding programmes – the application is actually the detailed project plan just described above. In this case, you need to meet with the project colleagues, you need to share information and texts in order to create the application. In reality, you will use the same tools as already mentioned in this part.



III. Design and Development

The design and development will be supervised by the manager, that will further collaborate with the team and will manage the budget and resources, will monitor the deadlines, and will oversee the possible source of criticalities in the project and mitigate them by appropriate actions. Also, this part of the project is dedicated to the communication of the project.

For team meetings, we have already mentioned the communication and meeting tools.

The easiest way to manage the project is to manage them through a single platform covering all the aspects of the project activities – communication channel (incl. video meetings), notification into your email, data and document storage, calendar, to-do lists and enables assignments of the tasks with deadlines. If this solution would not be suitable for you because of any reason, you can combine less-complex solutions and of tools which we have already mentioned in the previous chapter.

Dissemination of the project results is also very important part in the later stage of the project. If you will organise an online or a hybrid event, you can use **MS TEAMS, Webex, Google Meet or Zoom** in accordance with the size of the event and the number of participants and their engagement during the conference. You can also use streaming tools for online conference, (streaming) with possibilities to answer chat questions during the event **– to get feedback from the participants during the event (Mentimeter, Slido) or after (Google Forms, SurveyMonkey).**



IV. Project closure

During this last phase, you will complete your work and dissolve the project. Closure doesn't necessarily mean success, but simply the final point of the project.

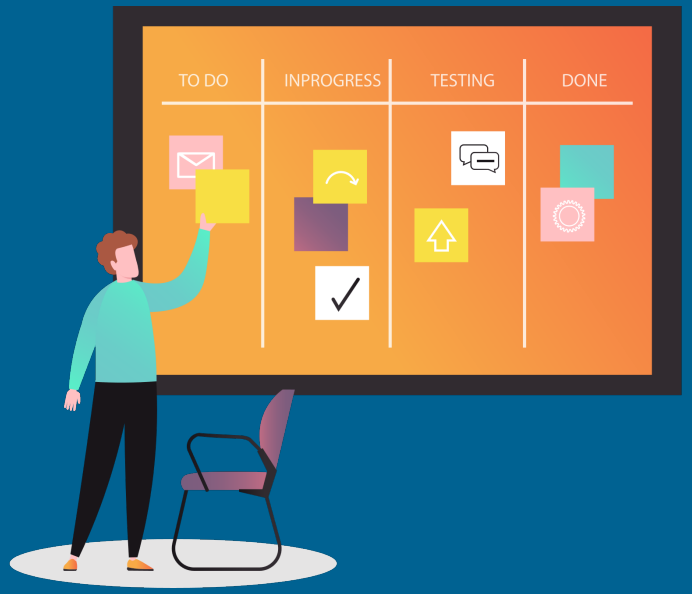
Project closure often involves things like:

- handing over the deliverables;
- archiving or handing over any relevant project documents;
- completion of all activities across the project;
- preparing the final project budget and report;
- evaluating the implementation and lessons learnt and the space for improvement.

After closure, you can carry out a **post-implementation project review** (sometimes referred to as a 'post mortem' meeting). This is an opportunity to evaluate what went well and what didn't. Understanding failures, if there were any, can help you learn lessons and improve the way you carry out future projects.

Storage of deliverables – **MS TEAMS, Google Drive**, **Dropbox, MS One Drive, Basecamp, Trello, Asana.**

For evaluation, you can use survey tools such as **Goole Forms** or **SurveyMonkey**.



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