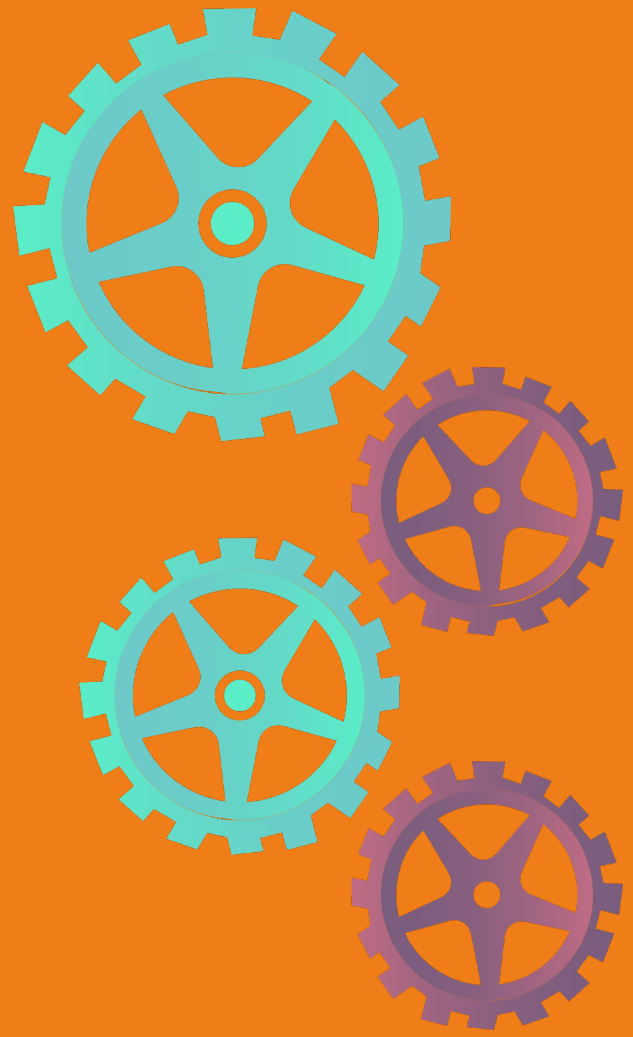
Innovative
Agile Project
Based Learning

Case Study

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Let‘s proceed to some practical application of the learning content from the previous units.

We have created a short example task of the application of digital collaboration tools in a specific situation and regarding certain parameters.

You can either get involved in this unit by thinking about how you would solve this situation. You are not expected to write any feedback, but you can try out the knowledge you gained during the previous units.

Or you can just proceed directly to the proposed solution without resolving the assignment.



You get a new project to start with as the project manager and your task is to create a solution for the collaborative environment for project with following parameters:

You are starting to work on the Erasmus + project with your colleagues. You will create a partnership project of 4 partners from different EU countries, and you are in the role of a coordinator. So, it is up to you to lead and prepare the following phases of the project:

a) Needs analysis;

b) Creation of the application for funding of the project;

c) Project implementation;

d) Follow-up.

You must think about what tools you will use to coordinate and manage the whole team and work effectively. You must consider that:

- *Partner A has low budget available;*
- *Partner B is not so skilled concerning the digital technologies and tools;*
- *Partner C has limited time availability.*

Now, try to think about it and draft a solution. After finishing it, you can compare your solution with our proposal.



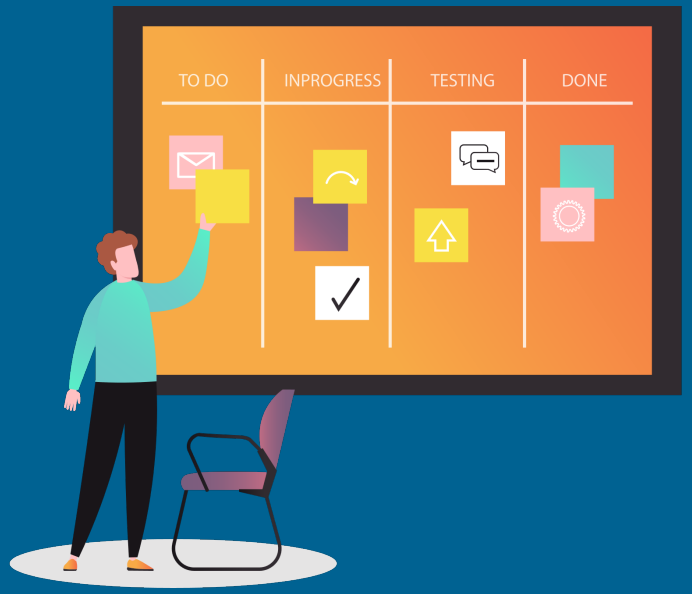
Proposed solution

As one of the conditions is to make a low budget solution, then free-to-use **Google tools (Meet, Drive, Forms, Calendar and different kind of Google Docs)** combined with mind mapping tool **Miro, Canva or Lucidspark** can solve this task sufficiently. We will show you step-by-step, what tool is used in which stage of the project and its possible disadvantage.

For meetings, you will use **Google Meet** – allows you to video call, share your screen, share documents, and it allows you to chat and brainstorm on a whiteboard. There are little disadvantages of this free plan – you cannot record the meeting and there is no waiting room for participants that join earlier.

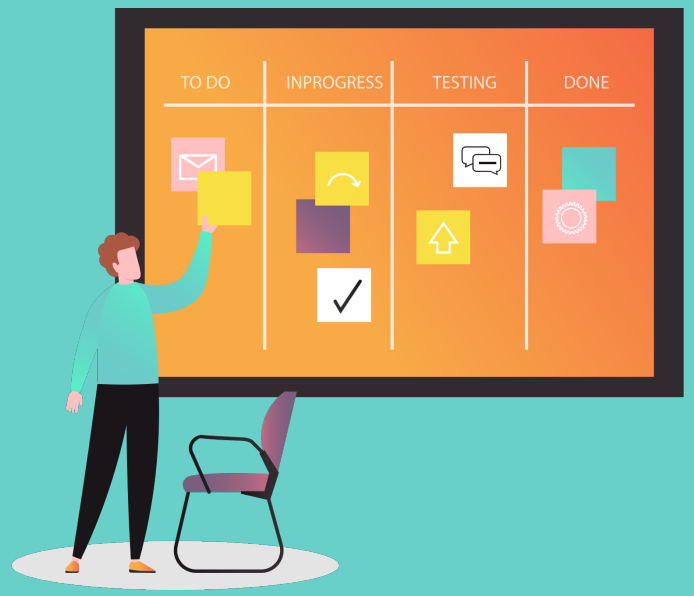
For work organisation and sharing the information (documents, pictures or other), we will create one main folder for the project on **Google Drive** and then, we can further divide it into other sub-folders concerning specific topics relevant to the project.

For scheduling important meetings and other activities, you can use **Google Calendar**. And for creation of timetable work, you can use Gannt chart in the form of shared excel file in the **Google Drive.**



a) Needs analysis

When you will carry out the need analysis, you will mostly concentrate on desk research, then brainstorm with other colleagues and conduct a survey poll where you will gather the feedback from potential target users/groups or other interested stakeholders. For a survey, you can use **Google Forms** where you can create as many questions as you like, you can choose different ways of answering them, it enables you to gather the answers and will create answering charts that can be later used later e.g. when applying for funding. To brainstorm about the research outcomes, you can use mind mapping/ brainstorming tools such as **Miro, Canva** or **Lucidspark**. These tools can also be used for SWAT analysis, which should be done prior to project implementation.



b) Creation of the application for funding of the project

As already shown in the previous step, **brainstorming/ mind mapping** is very useful to put all ideas concerning the project to one place and get inspired from this outcome and continue with writing the project application for funding. The definition of the concept of the project (the scope, goals, impact, target groups, the results etc.) should be known prior to creating the application. To sort all out, you can use tools like **Canva, Miro or Lucidspark**.

To work together on the written part of the application, you can use a tool for document share – **Google Drive** and if you lack the software for document creation, you can also use **Google Docs**. You can collaborate/ work on the documents at the same time or you can share your drafts or final versions with others. You can track the changes made in the documents. The disadvantage of this solution is that it is cloud based and there are not so many features compared to the desk top applications of similar tools (e.g. from Microsoft).



c) Project implementation

Implementation of the project must cover the work organisation, the regular meetings of the implementation team, the timeline and deadlines, the place for repository of important documents (deliverables, official documentation such as the consortium agreements, grant agreements, different kinds of templates for the monitoring and evaluation purposes etc.).

To enable a smooth workflow, the best is to create a management environment in the beginning of the project. Again, the easiest and least expensive solution are Google tools complemented by some other. For meetings, you can use **Google Meet** together with some brainstorming tools such as **Canva**, **Miro**, **Lucidspark**. For work and document repository **Google Drive**, for creation of documentation, **Goole Docs**. For getting feedback from your project partners, target groups or stakeholders, **Google Forms**.



d) Follow-up

Follow-up of the project is very crucial for its future existence or development. It is usually carried out throughout the project lifetime through monitoring and evaluation of the project and results development and of the impact of the project.

The follow-up is done on different levels – inside the project group during regular SC meetings (**Google Meet** + **Google Drive** – share of the minutes and conclusions), evaluation reports – written documents based on filling in the report templates and questionnaires – **Google Forms** for Q&A, shared text document for the template and shared folder in **Google Drive**.

However, the most important follow-up is based on the **feedback of the target groups and interested stakeholders** and is gathered during the piloting or testing phases of the project, or within the dissemination activities and events. You can collect the **feedback through the questionnaires** created in **Google Forms** or, you can get it through polls created in **Slido**, or you can create a brainstorming map in **Miro**, **Canva** or **Lucidspark** and let the participants create directly through their digital devices (phones or tablets).

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