HOW TO MAKE YOUR COLLECTIVE PROJECTS A SUCCESSFUL EXPERIENCE – TOOLS AND PRACTICE
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#Innovation #Hands-On #TeamSpirit
Our mission: develop the entrepreneurial and responsibility mindset of youth in society
Empower students to implement social entrepreneurship projects, in partnership with a network of business and academic leaders.
WORKSHOP OBJECTIVES

Define clear **objectives** for your project

Organise your **project** and your team

**Anticipate** deadlines and **organize** your time

Discover efficient team work and communication **tools**
METHODS AND PRINCIPLES

Interactivity
Participation
Positivism
GETTING TO KNOW EACH OTHER:

In groups of 5, introduce yourselves:

• Name
• Why you joined a collective project
• Your project’s theme
YOUR PROJECT’S VISION, MISSION AND OBJECTIVES
GIVE MEANING TO YOUR PROJECT

PROJECT CHARTER = VISION + MISSION + OBJECTIVES + VALUES

• Give meaning to your project + a collective purpose that brings your stakeholders together

• Define how you will lead your project

• Bring together and motivate your team

• Align yourself with your project sponsor
The mission is your specific objective: what you have to realize.

- It is based on action, and can be modified throughout the project.

- Your mission must be clear, direct and realistic.
FORMULATE YOUR MISSION

Your mission should answer the following questions:

- **To what problem** should you bring a solution?
- For whom?
- What is the impact / result you aim for?
- How?

Formulate your mission;
- Offer *[your value proposition]* to *[your beneficiaries]* to *[identify the impact you aim at]*

- Enable *[your beneficiaries]* to *[identify the impact you aim at]* thanks to *[your value proposition]*

Example: offer trainings and workshops to students to empower them in leading social entrepreneurship projects.
If you want to build a ship, don’t barely bring together men, wood and iron, but tell them about the seas the boat will cross until you make them dream about it.

Antoine de St-Exupéry
The vision is your project’s purpose.

It is your project’s and your sponsor’s guideline: why the sponsor has come to you.
FORMULATE YOUR VISION

Use the following questions to formulate your vision

- Why does your sponsor act? What is his purpose? His dream?
- What did he contact you for?

Remember! Use the present tense to describe your Vision, as if it were already there

Example: La Croix Rouge has gained 10 000 more members
THE OBJECTIVES

The objectives are the activities you will have to implement to realize your mission.

Examples:

• launch a marketing campaign,

• benchmark good practices of your sponsor’s competitors
A PROJECT’S LOGIC

CENTRAL PROBLEM

VISION

MISSION

OBJECTIVES

- Global / long term aim, in which the project plays a role
- Specific aim of the project. The mission that you have been assigned by your sponsor
- The activities you have to implement to fulfill your mission
FORMULATE YOUR OBJECTIVES

• How will you reach your goal / fulfill your mission?

• What **concrete objectives** can you determine to reach your goals?

• Which actions should you lead to bring a solution to the problem?
YOUR TURN!

Define your own project charter:

• Your and your sponsor’s project vision
• Your **mission**: don’t hesitate in clarifying / reformulating it
• Mission **objectives**, activities you will lead
FURTHER REFERENCE

Ted Talk – Simon Sinek – How great leaders inspire action
CREATING A GOOD RELATIONSHIP WITH YOUR SPONSOR
LISTENING POSTURE

ROSA: a tool to develop a coaching and listening posture, so as to answer your sponsor’s needs

1. R = Reality
What is your sponsor’s reality: question the facts (what works, what doesn’t...)

2. O = Objectives

3. S = Solutions

4. A = Actions
DETERMINE A COMMON FRAME

Determine a working frame with your sponsor (1st or 2nd meeting)

• Availabilities
• Communication tools
• Needs to be informed (or not) about how the project is going
TRANSPARENCY AND AUDACITY

- Dare to take initiatives and offer new solutions
- Be transparent towards your sponsor
EFFICIENT TEAMWORK
The essentials
WHAT IS ESSENTIAL?
4 MAIN PILARS

Mobilization
Organization
Development
Cohesion
ORGANIZATION

- Missions and responsibilities
  - Known
  - Shared
  - Balanced

- Common **Rules, principles / values and working procedures**
  - Defined
  - Shared

- **Meetings**
  - Efficient – time-bound
  - Shared agenda
  - Recap
MOBILIZATION

- Objectives, action plan and deadlines

- Results
  - Followed by the team
  - Shared with the team

- Informed & involved project’s stakeholders

- External partners are mobilized when needed
COHESION

• Team: diverse and complementary profiles / skills

• Integration and getting to know each other

• Enthusiasm and motivation towards a common goal

• Constructive, oriented towards help and cooperation interactions

• You celebrate successes!
DEVELOPMENT

- Different points of view / suggestions / criticism are shared without judgment and with kindness.

- Every useful skill is identified, used, developed.

- Skills transfer system between team members.

- Every member is put in situations where he / she can learn, act and succeed.
YOUR TURN

What concrete actions do you want to take for each pillar?
PLANIFY YOUR PROJECT
WHY PROJECTS FAIL

- Unclear objectives
- Useless planning: neither followed nor respected by team members
- No content mastery
- Bad HR management
- Inefficient communication
- Poor risk evaluation

Source: PMI
YOUR TIMELINE

Make a timeline of your project that includes:
• Project milestones
• Deliverables
• Classes
• Exams
• Holiday
Determine the goal = your vision
Determine the means = objectives
Make it real = what first steps and concrete actions

Planning = the link between objectives and concrete operations
1. List your tasks
2. Prioritize them
3. Allot tasks to task members + give them a deadline
IMPLEMENT AN ACTION PLAN

Start from the objectives you define:

• Define **clear deadlines, with priorities**

• **Actualize your action plan at each team meeting**

• **Designate a notekeeper for each meeting + keep track of your decisions**

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<th>Action</th>
<th>Who</th>
<th>When</th>
<th>Status</th>
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*enactus*
## EXAMPLE OF ACTION PLAN

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<th>Theme</th>
<th>Objective</th>
<th>Activities</th>
<th>Priorities</th>
<th>Deadline</th>
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<th>Team</th>
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<td>Elaborate the survey</td>
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<td>Éric</td>
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<td>Administre the survey</td>
<td>2</td>
<td>11 Jan</td>
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<td>Project 1</td>
<td>Realize the project's impact evaluation</td>
<td>Analyse the answers</td>
<td>3</td>
<td>15 Feb</td>
<td>Sara</td>
<td>Nathan</td>
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<td>Write the evaluation report</td>
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<td>31 March</td>
<td>Sara</td>
<td>Nathan</td>
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<td>Book a location</td>
<td>1</td>
<td>15 Feb</td>
<td>Marie</td>
<td>/</td>
<td></td>
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<tr>
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<td>Send invitations to partners</td>
<td>2</td>
<td>31 March</td>
<td>Koumba</td>
<td>Alessia</td>
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<td></td>
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<td>Brief the speakers</td>
<td>3</td>
<td>15 April</td>
<td>Koumba</td>
<td>Ali</td>
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PROJECT TOOLS

Google Drive
Collective document editing and sharing
Work simultaneously on the same document

Slack
Communiquer au sein d’une équipe
Réaliser des propositions par sujet

Storage and document edition

Team Communication
**PROJECT TOOLS**

**Dapulse**
- For a team with limited projects
- Very visual and simple to use
- Visibility on task priorities, deadlines and who has to

**Asana**
- For a team with multi projects
- Optimization of daily tasks
- Visibility on task priorities, deadlines and who has to
• Vision, Mission, Objectives
• A project charter is evolutive
• 4 pillars for a good team work: cohesion, mobilization, organization, development
• Optimize your chances for success: allocate tasks and share informations
• Use tools that serve your organization
YOUR FEEDBACKS

What I liked / learned in this workshop

What we could change / improve in this workshop
Questions?

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