

SciencesPo

PROJETS COLLECTIFS PRACTICAL GUIDE



TABLE OF CONTENTS

Project progress	3
Key elements for project management.....	3
Organisation	4
Team work.....	4
Time management.....	5
Relationship with the partner.....	6
Projets collectifs service.....	7
Contacts	7
 Tools	 8
Room for your meeting	8
Training workshops.....	8
Sciences Po library	8
Audiovisual department	99
Other tools	9
Budget	100
Events and use of the Sciences po logo	100
End of the project and validation	111
Enjoy!	111

PROJECT PROGRESS

You are going to do a long-term project management, maybe for the first time. Be careful, it is an exercise that the students are not use doing.

In order you get the best of this exercise, this guide is designed to help you conduct your project. If done well, this project will provide you with knowledge and skills that will be very useful in your professional life.

The Projets collectifs Service is at your disposal: projets.collectifs@sciencespo.fr

KEY ELEMENTS FOR PROJECT MANAGEMENT

- Organisation
- Time management
- Team work
- Relationship with the partner

ORGANISATION

Fix the time slot for **your weekly meeting** as soon as possible. This may seem restrictive at first, but you will soon realize that it will save you time, especially by requiring a certain regularity in the conduct of the project. Teams which are going well are teams which have weekly meetings.

At the end of each meeting:

- Set your goals for the next meeting
- Distribute the work by valorising your talents
- During the last meeting of the month, write together the monthly report you will send to the Projets Collectifs Service.

Be sure that you all understand the project the same way. The project may have evolved from the project description you read during the summer. If the objectives of the project do not seem clear to you, you must ask the partner as soon as possible. Do not continue to work for a project whose purpose you do not really understand. This will quickly become not motivating at all.

In the same way, if you are stuck on a task that seems impossible to perform:

- Make sure that you have explored all the possible tracks
- Do not persist in searches that will not lead to anything
- Quickly solicit a meeting with your partner: prepare it and come with tracks that seem more relevant to you.

TEAM WORK

Remember that you are participating to a collective project and that the validation will be collective. It is not always easy to work with persons you do not know, who do not have the same background, who come from different countries... Welcome to professional life!

The key word for the success of all team achievements: COMMUNICATION

- Listening and communicating are essential for the conduct of your project
- Meet your team regularly: the project moves forward and the collective is created.
- It is sometimes necessary to question yourself: defend your point of view without imposing it. You need to know how to be convincing.
- If there is a problem with a student on the team, talk about it all together. Many problems are resolved through dialogue. The commitment of everyone is essential!
- Even if nothing replaces a physical meeting, create tools for document sharing and e-conversation, respecting each other's habits.
- You will have to nominate a coordinator: he will be our privileged interlocutor but he is not responsible for everything!

TIME MANAGEMENT

At the beginning of the project, the deadline seems far away, but you will see that time is passing very quickly.

Do your schedule as soon as possible. It is essential for a good running of your project. Even if it is not very precise at this stage, it is important to set the major deadlines: think about holidays, exams... and inform your partner.

Start your project as soon as you have had the first meeting with your partner. The first semester is often less busy than the second one. Work on your project as soon as you have a little time because you will be quickly caught up by the workload at Sciences Po. Never think that you have time! Think about that the end of the project is also the end of the academic year with exams, papers...

Anticipate the end of the semester break: a long period in which you have time but not always the opportunity to make team meetings. So, plan what can be done at that time.

RELATIONSHIP WITH THE PARTNER

The first meeting needs to take place a few days after the launch meeting: prepare it. It is essential for the good running of your project.

- Have a team meeting to prepare it
- Check that you have all understood the project in the same way
- Prepare your questions.

Create a trust relationship with your partner. He needs to be sure that he can rely on you. You are supposed to meet your partner once a month but **you must keep him regularly informed** of the progress of the project. Once a week seems to be a good rate but ask him what suits him best.

The lack of information could be interpreted in two ways by the partner:

- He thinks the work is progressing and does not worry
- He thinks you forgot it...

You need to do reporting. This will help you throughout your working life.

When you leave a meeting, you should know:

- When and where the next meeting will take place
- What you need to do in the meantime
- And if you notice that something is missing, do not hesitate to get in touch with your partner again. **Ask your questions without fear to disturb him.** He has as much interest in the project going well as you do.

Forget you are a student! You are in a professional situation. And so, adopt a professional attitude:

- Do not request a meeting 3 days before. Consider that your partner is a professional and can have a busy schedule.
- Be on time
- If you cannot attend a meeting for a major reason, do not forget to inform your partner.
- If you have not been able to finalize the requested work, inform the partner **before** the meeting.

PROJETS COLLECTIFS SERVICE

We are at your disposal throughout your project.

Three meetings will take place during the academic year, attendance is absolutely mandatory:

- September/October for the launch meeting
- February for a mid-term point
- April/May for the end of the project.

If an additional meeting seems necessary (with or without the partner), it is quite possible to organise it. **You just need to send us an email or to visit us.**

If you have any questions or difficulties, you can meet the academic advisor, every day, without any appointment. Do not hesitate to contact her.

Every request must go through Projets Collectifs Service, a few days in advance, by sending an email. We will link you to other services.

You can also use our Facebook page.

CONTACTS

The Projets Collectifs Service is at your disposal. Do not hesitate to contact us.

Our office are located 13, rue de l'Université, 1st floor.

Your contacts:

Christine Piers, academic advisor,
christine.piers@sciencespo.fr
01 45 49 86 64

Lucille Egloff, pedagogical assistant,
projets.collectifs@sciencespo.fr
01 45 49 59 21

TOOLS

ROOM FOR YOUR MEETING

A room is dedicated to Projets Collectifs Service. It is equipped with a phone (01 45 49 37 78), a computer and a flat screen. You are free to use all this equipment.

To book it, you need to send an email with you precise request:

- Name of your project and your partner
- Date
- Time slot (same as Sciences Po slots)
- Number of participants

Please, send your request 3 or 4 days before. If some people, who are not Sciences Po students have to attend your meetings, you need to inform the Projets Collectifs Service.

TRAINING WORKSHOPS

Training workshops are offered:

- In September: project management and fundraising
- During the second semester: presentation of the project (in French)

Workshops are optional and can help you for the kick-off and the restitution of your project. Please subscribe only if you are sure you can attend it. Speakers and rooms are mobilized for these workshops.

SCIENCES PO LIBRARY

Sciences Po's Library organized dedicated training for your project: to make an appointment with a librarian, you can send an email (formation.bib@sciencespo.fr). Indicate your name, phone number, research subject and availabilities. Do not forget to mention that you are enrolled in a team project. Give some details on the reflection developed around your topic.

AUDIOVISUAL DEPARTMENT

Mapping workshop

Please, send an email to: carto@sciencespo.fr with projets.collectifs@sciencespo.fr in cc.

Audiovisual department

1. Audio and video equipment are available to hire: video camera, tripods, audio recorders, microphones, video projector, photo equipment... for 48 hours maximum.
Procedure: deposit cheque of € 1 000, copy of your student card and signature of "Charte de location"
Collection point: office 312 (56 rue des Saints-Pères – 3^e niveau)
Opening times: Monday to Thursday, 10:00am to 5:00pm and Friday from 10:00 to 4:00.
2. Training sessions are available to students on the use of a video camera and video editing.
You need to register your name on the chart located on the staircase next to the video library.
Contact : Guillaume AEBI – 01 45 49 59 54 – guillaume.aebi@sciencespo.fr
3. Students are also offered assistance in editing their own videos. If you are interested, please send an email to: projets.collectifs@sciencespo.fr
Video editing workstations are also available from Monday to Thursday from 9:00am to 6:00pm and Friday from 9:00am to 5:00pm - room multimédia 311

Website : <http://www.sciencespo.fr/students/fr/participer/pre-audiovisuel-formations>

OTHER TOOLS

You are at Sciences Po: do not hesitate to contact your **teachers**, the **Research Centre** at Sciences Po...

BUDGET

The Projets Collectifs Service does not have any budget. Any expense will be covered by the partner.

Do not forget that in any institution, any expense, even the most modest one, needs to obtain approval. Then, you will have to provide supporting documents.

Under certain conditions, you can organise one or two fundraising events at Sciences Po. But you have to get in touch with the Projets Collectifs Service beforehand.

EVENTS AND USE OF THE SCIENCES PO LOGO

If you want use the Sciences Po logo, you absolutely have to make a request to the academic advisor and provide your document.

If you wish to organise an event as part of your “projet collectif”, you have to send us your request at the beginning of the year. Each request is review with the “Direction de la communication” of Sciences Po. We draw your attention to the fact that the availability of the “amphithéâtres” is very limited.

If you want to communicate about an event organised in the course of your projet collectif, the website PICASSO is available for you but you need to contact the Direction de la vie étudiante of Sciences Po. The associative signs are also at your disposal.

Sciences Po Facebook page seems the best way for your communication.

END OF THE PROJECT AND VALIDATION

The goal of the projet collectif is, above all, to obtain training in project management. And in most cases, this objective has been reached. Getting a different result than expected does not mean that the project failed. Tackling difficult issues is also part of the exercise.

You will be evaluated by the partner on different criteria:

- Respect for the assignment
- Team work
- Relationship with the partner
- Consistency of methodology
- Respect for the deadlines
- Autonomy and initiatives
- Quality of the final product.

ENJOY!

You are going to work for an organisation for 7 or 8 months.

This should allow you to:

- Become familiar with professional life
- Validate, or not, career options
- Enrich your professional network
- Advance your internship search
- Complete your resume with this experience.

