

Method Toolbox

	Check-in - Preparation and project start	Launch - Project planning	Flight - Project management	Landing - Project completion
Project status	<ul style="list-style-type: none"> Define project topic Analyse the situation Define interested parties and target groups Define project participants Establish a working group Hold an introductory meeting Build initial understanding of the topic Make sure participants get to know each other Give participants the space to build trust 	<ul style="list-style-type: none"> Define the direction of the project (vision) Define goals and milestones that show how the vision can be implemented Create a plan on how the goals will be achieved Who does what and when? Set a realistic timetable and budget Allocate responsibilities and resources Organise tasks 	<ul style="list-style-type: none"> Perform tasks Follow the plan Adjust project work if necessary Solve conflicts Identify synergies and encourage to synergize Check whether the project adds value to the target groups Evaluate progress 	<ul style="list-style-type: none"> Evaluate project - have the objectives been achieved -Why, why not? Communicate results internally Communicate results externally Round off project Get new projects going
Opportunities in this situation	<ul style="list-style-type: none"> Great motivation and commitment Fresh perspectives and new ideas Entrepreneurial thinking 	<ul style="list-style-type: none"> Great motivation and commitment Participants have valuable skills and experience from previous projects Synergies between stakeholders 	<ul style="list-style-type: none"> Progress - the project goes according to plan If synergy effects can unfold, new, exciting possibilities arise Participants actively draw on resources, skills and experience to drive the project forward 	<ul style="list-style-type: none"> Dissemination of results Continuation of the project New cooperations and projects

<p>Challenges in this situation</p>	<ul style="list-style-type: none"> • Insecure, nervous and hesitant participants • Concentration on their own interests and goals • Different perspectives of the project • Favoring their own perspectives and disregarding others • Unclear and ineffective communication 	<ul style="list-style-type: none"> • Lack of knowledge or unclear communication lead to misunderstandings • Own interests are always found more important than common interests • Participants, who insist on their own points of view • Participants who do not want to commit themselves to anything • Understanding of roles 	<ul style="list-style-type: none"> • Unforeseen problems • Lack of commitment on the part of the participants • Too little or wrong resources • Replacing the participants No/slower project progress. 	<ul style="list-style-type: none"> • Diminishing motivation • Little commitment and enthusiasm • Participants shift concentration and energy to new projects
<p>Focus and role of the mediator (facilitator) in this situation</p>	<ul style="list-style-type: none"> • Set the framework for the project • Involving stakeholders • Ensure that everyone is involved in the project • Ensure that participants get to know each other • Building trust between the parties involved 	<ul style="list-style-type: none"> • Ensuring good communication • Creating relationships between the parties involved • Creating trust among the participants • Building a community • Focus on a successful cooperation • Ensure that responsibilities, resources and tasks are distributed sensibly • Ensure that decisions are taken that everyone can identify with 	<ul style="list-style-type: none"> • Pay attention to how the project is progressing • Talk to those involved - listen, give feedback, discuss and advise • Provide support and assistance with project work • motives • Extinguish blazing fires if necessary • Communicate status and next steps 	<ul style="list-style-type: none"> • Keeping the focus on the participants • Keeping the motivation of those involved high • Ensure that the stakeholders achieve the objective in relation to their tasks • Collect information about the course of the project and talk about it • Evaluate the project • Keeping an eye on possible new projects

<p>Important competences of the facilitator in this situation</p>	<ul style="list-style-type: none"> • Good at communicating and networking • Empathetic • Inspiring • Confident • Credible • Open • Kind and interested 	<ul style="list-style-type: none"> • Good at communicating and networking • Entrepreneurial thinking • Positive • Neutral and independent • Integrating • Great analytical skills • Pragmatic • Problem solver • Good at anticipating and bypassing pitfalls 	<ul style="list-style-type: none"> • Good at communicating and networking • Good organizational qualities • Persevering • Proactive and flexible • Looking ahead - recognizing the next step and taking it in the right direction • Problem solver • Good at communicating/facilitating 	<ul style="list-style-type: none"> • Good at communicating and networking • Persevering – ensuring that goals are achieved • Looking ahead - how do we continue from here? • Good at documenting and recording project results • Problem solver
<p>The role of the facilitator in this situation</p>	<ul style="list-style-type: none"> • Inclusion of project participants • Creation of a good working environment • Team building • Agreeing on expectations • Creation of an understanding for different views and ensuring their acceptance • Finding a common denominator among the participants • Gain an overview of the knowledge, experience and resources in the team • Reflecting and giving feedback 	<ul style="list-style-type: none"> • Recognizing the needs, strengths and weaknesses of the participants • Encouragement of the exchange of ideas, knowledge and experience • Ensuring that decisions are taken in accordance with the design of the project • Checking whether the implementation of the project is possible • Ensuring that the project is planned and structured • Ensuring that resources and tasks are shared sensibly 	<ul style="list-style-type: none"> • Assessing the status and progress of the project • Ensuring a balance of needs and interests • Solving problems before they become big • Support, help and adaptation to project work • Motivation of project participants • Working with clear deadlines and milestones • Celebrating progress • Allowing room for networking • Communicating internally - Focus on collaboration and team spirit • Communicating externally - Analyze storytelling 	<ul style="list-style-type: none"> • Controlling, whether the objectives have been achieved - if the objectives have not been achieved take action • Documentation of results and internal communication • Storytelling and external branding of the results • Identifying possible new cooperations • Thank you and goodbye

<p>Tools and methods for facilitating the situation</p>	<ul style="list-style-type: none"> • Exercises to break the ice • Troubleshooting aids • Exercises on trust and familiarity • Methods for analysing the situation • Tools for developing ideas 	<ul style="list-style-type: none"> • Methods for holding workshops • Planning aids • Methods and measures to strengthen communication • Exercises on cooperation • Tools for creative collaboration in groups 	<ul style="list-style-type: none"> • Tools for managing and controlling tasks • Methods and measures to strengthen communication • Methods for carrying out public relations work for the project • Tools for evaluation and self-reflection • Techniques for increasing the energy level • Methods for conflict resolution 	<ul style="list-style-type: none"> • Reporting and documentation tools • Tools for evaluation and self-reflection • Methods for carrying out public relations work for the project • Tools for developing ideas • Planning aids
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