

# SPR/FPR S21

Lesson 6

Status

Group Contract

Preparing and Qualifying the Analyse Phase  
Background & Purpose Statement

# STATUS

**DO IT NOW!**

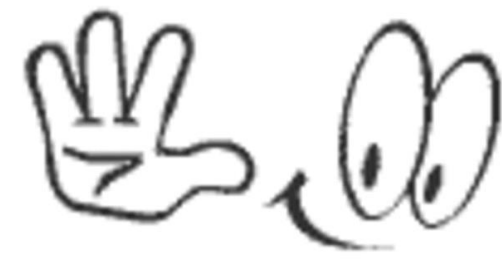
1. Everyone in a Group?
2. Every Group has a Project Subject?
3. Everyone has access to Group Folder on ItsLearning?
4. All groups have defined a file folder and uploaded it in the Group folder?
5. All Groups have uploaded a filled out **Group Formation & Choice of Topic** template to the Group folder?

# Learning Goals Lesson 6

After this lesson you should have

1. Agreed on a Group Contract
  2. Defined Purpose (& Problem) statements
  3. Started up the Analyse phase by identifying the most relevant areas– and prepared a search request for the VIA Library
- Wednesday 29/9

# Individual preparation for today



## Individually:

1. Do the team role test individually and share your result with your group
2. Consider what issues that might raise conflicts: How can they be identified?
3. What predefined actions could be taken in order to avoid conflicts to increase?
4. Fill out the Group Contract – as you believe it should be in order to avoid conflicts and bring it to Wednesdays class

Base your arguments on the personality tests and the theory from lesson 5

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22/09/2021

4

# The Group Contract (Edition 1)

## Group Assignment – 30 minutes

Based upon your individual preparations – and the theory's from previous lesson agree on an argued Group Contract addressing:

1. Cultural differences
2. Individual personality's & preferences
3. Group profile – strengths and weaknesses
4. Potential conflicts and how to handle them

Ensure that your findings are **SMART**

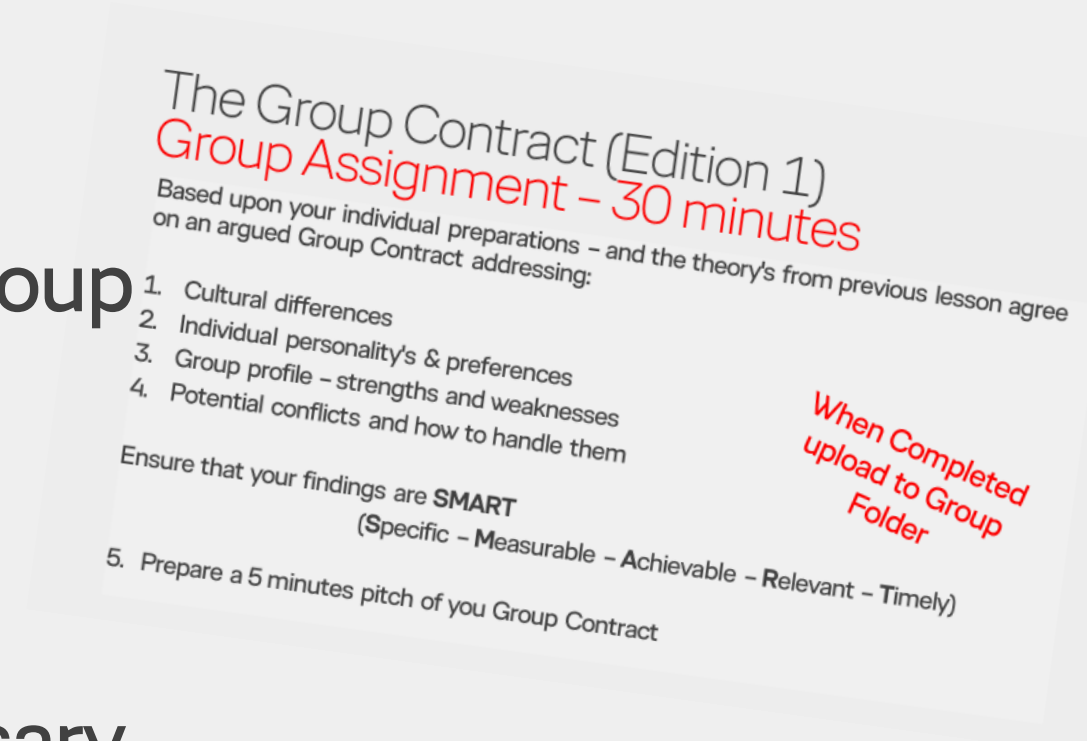
(**S**pecific – **M**easurable – **A**chievable – **R**elevant – **T**imely)

5. Prepare a 5 minutes pitch of you Group Contract

*When Completed  
upload to Group  
Folder*

# Group Contract – Pitch and Update 20 minutes

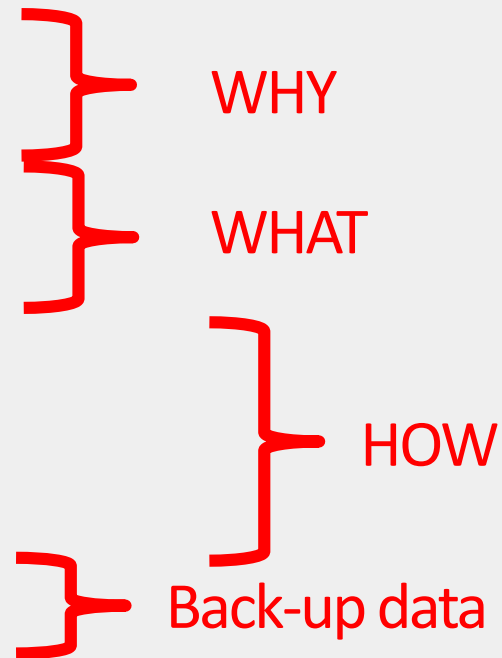
1. Pair up with another Group
2. Do your pitch – revealing your Group Contract
3. Get feedback and discuss
4. Switch roles and repeat
5. Update Group Contract if necessary



# PROJECT DESCRIPTION – START-UP

# Content of the Project Description

1. Background description
2. Definition of purpose
3. Problem statement
4. Delimitation
5. Choice of models and methods
6. Time schedule
7. Risk assessment
8. Sources of information



**In total approximately 10-15  
pages  
+ appendices**



# The Purpose of the Project Description



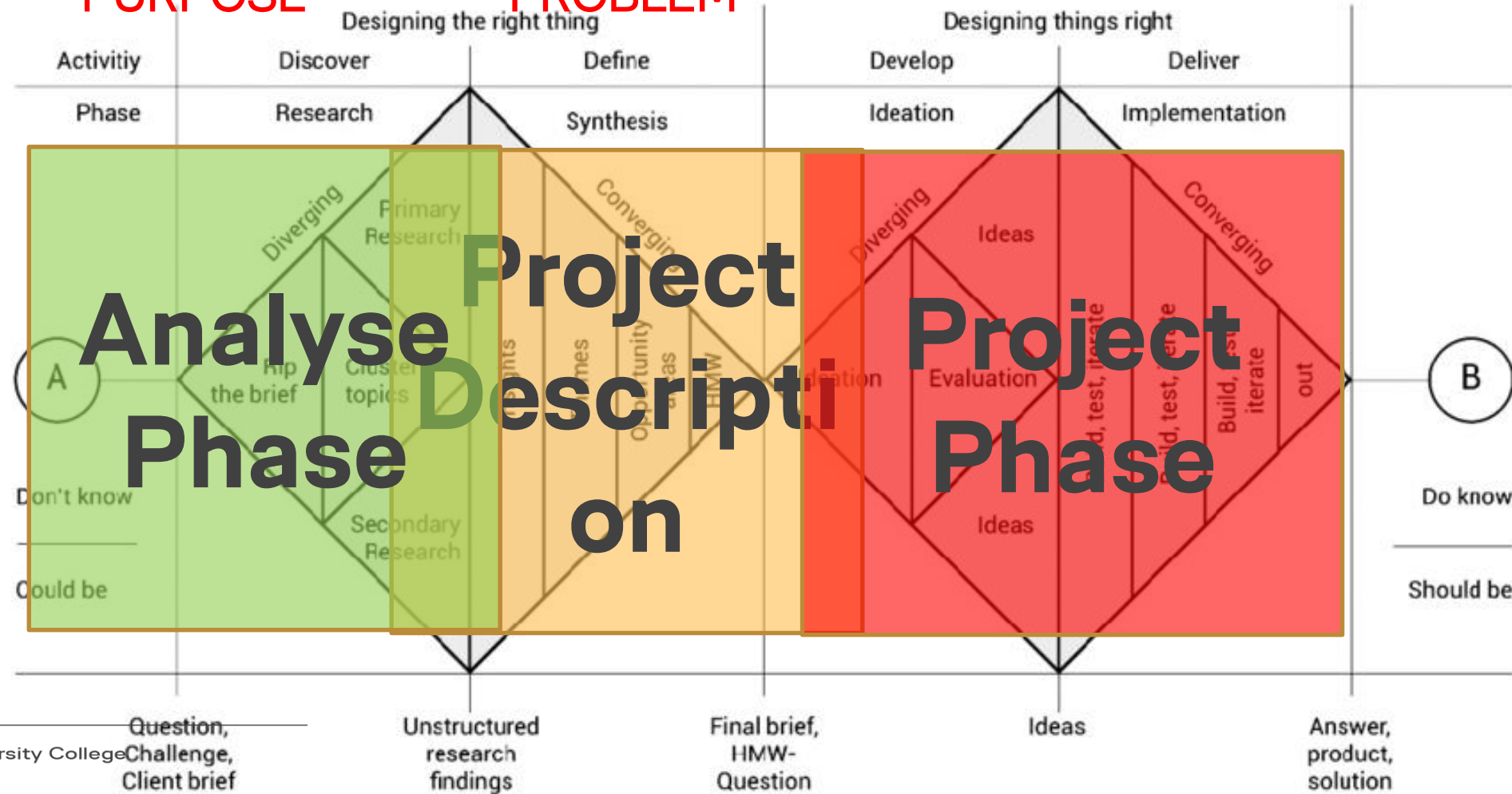
Informing Stakeholders and Decision-Makers about the project

in terms of:

- Reasons and relevance of the project
- Expected outcome
- How the outcome is to be reached
- Cost and Timeline

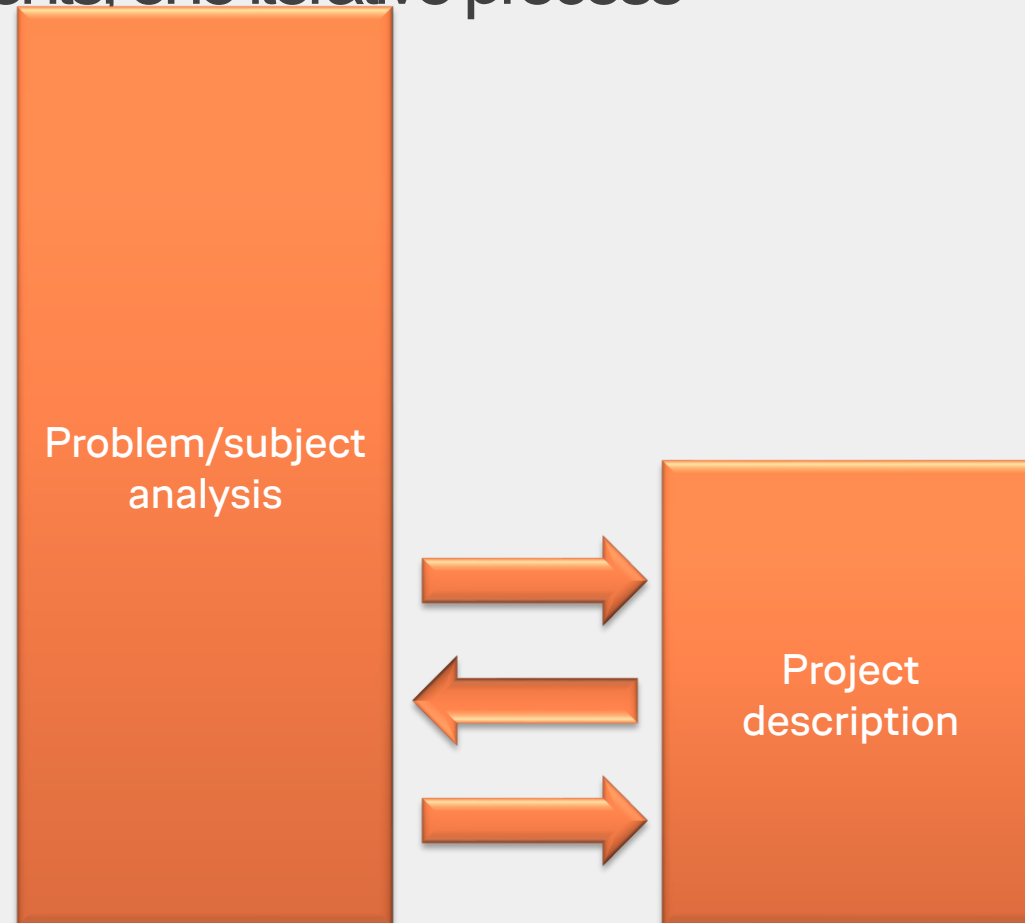
PURPOSE

PROBLEM



# Problem analysis

## Two documents, one iterative process



# Analysing

As MINIMUM  
ensure that you  
have investigated  
all three topics



- What customer need does your project address?
- Is there a market / how big – for how long time/ 3P's?
- Competitors/ Patents/ Substitutes?
- What skills are needed to succeed– do we have them - can we achieve them?
- How is this a project?
- Etc.

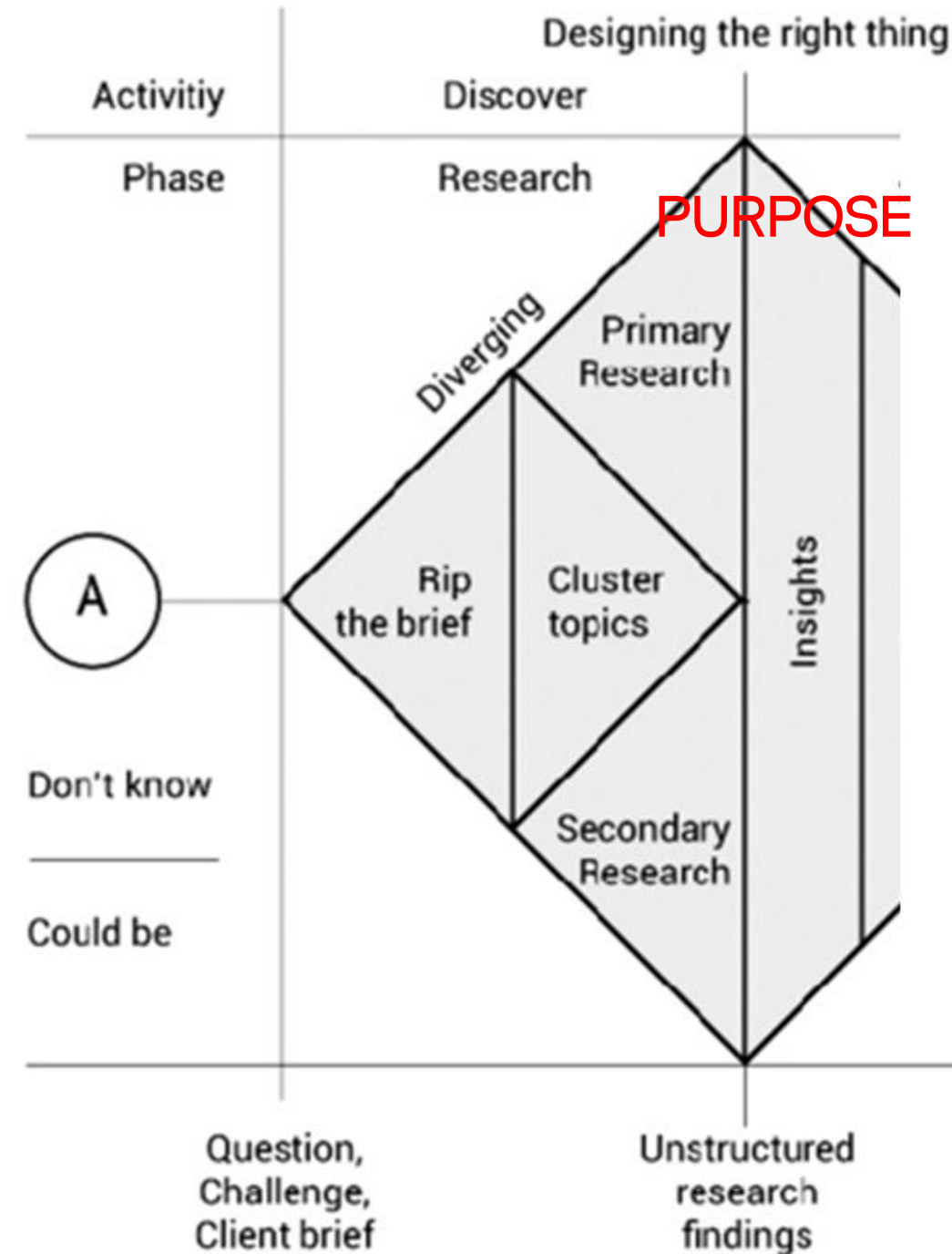
*A good way to...*



# Qualifying the Analyse Phase.

In order to define the Purpose of the Project consider:

- What customer need does your project address?
- Is there a market / how big – for how long time/ 3P's?
- Competitors/ Patents/ Substitutes?
- What skills are needed to succeed– do we have them - can we achieve them?
- How is this a project?



REMEMBER:

The Analyse phase is the fundament for  
the Background Description....

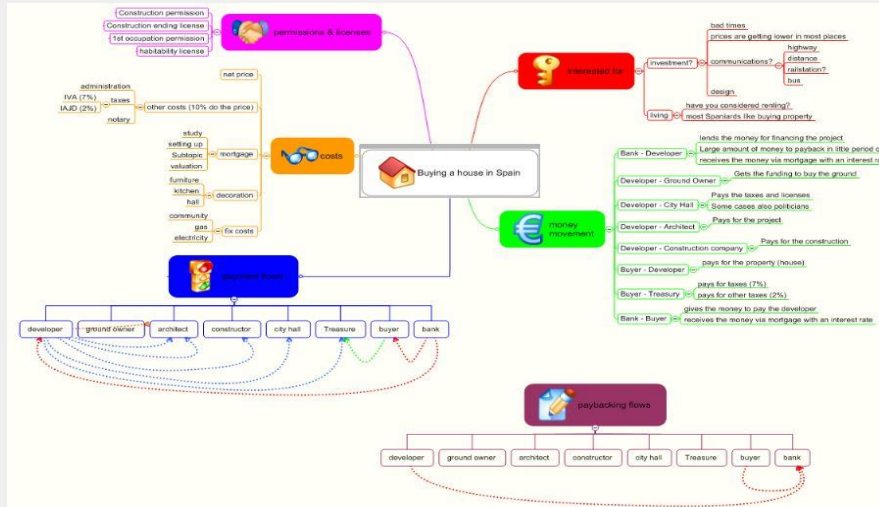
Purpose.....

Problem ....

&

Therefore the Project (Report)

A Mindmap – a good place to start  
Create all issues that may be relevant



## Characteristics:

Graphical  
Hierarchical or tree branch.  
Allows for creativity  
Combines words & visual  
representations  
Not linear

Download e.g. the application  
Freemind

Or:

[http://www.jcu.edu.au/tldinfo/learning\\_skills/mindmap/](http://www.jcu.edu.au/tldinfo/learning_skills/mindmap/)

[http://www.nlpmind.com/mind\\_map\\_ping.htm](http://www.nlpmind.com/mind_map_ping.htm)

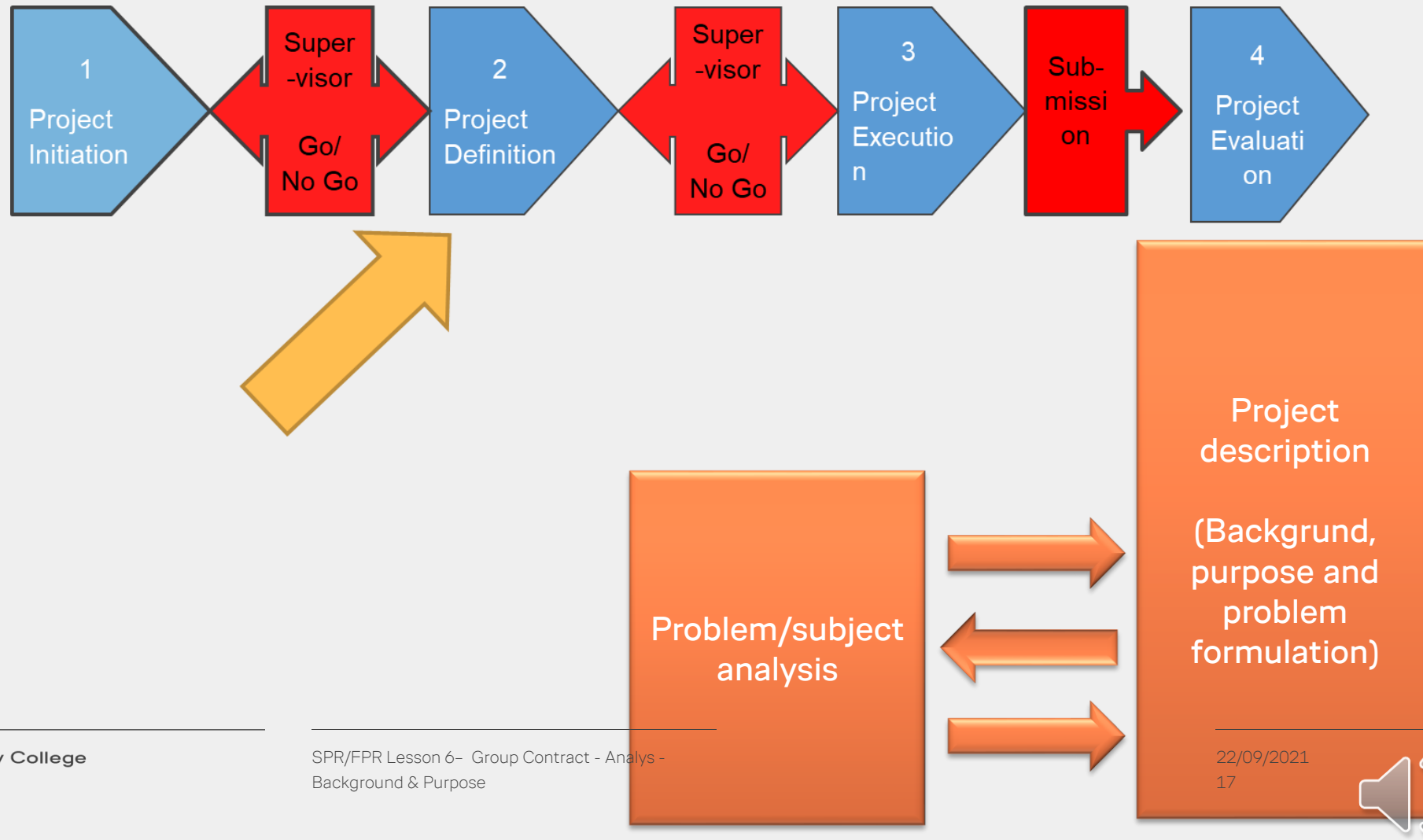
A mind map is a diagram technique used to represent words, ideas and tasks linked to a central key word or idea.

Mind maps are used to generate, visualize, structure, and classify ideas.



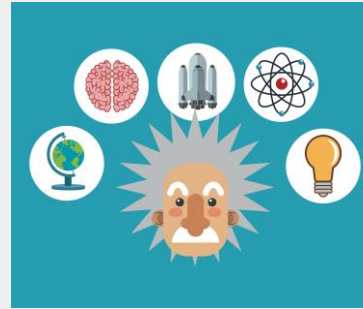
# Problem analysis

## Two documents, one iterative process



# How Analyse...

## Start asking



- What is behind the problem
- What is the reason for...
- Which consequences could it have for...
- Why have no one made...
- Where can we find...
- ....

# Start analyzing via a Mind Map



# How analyse

## Issues always to consider:

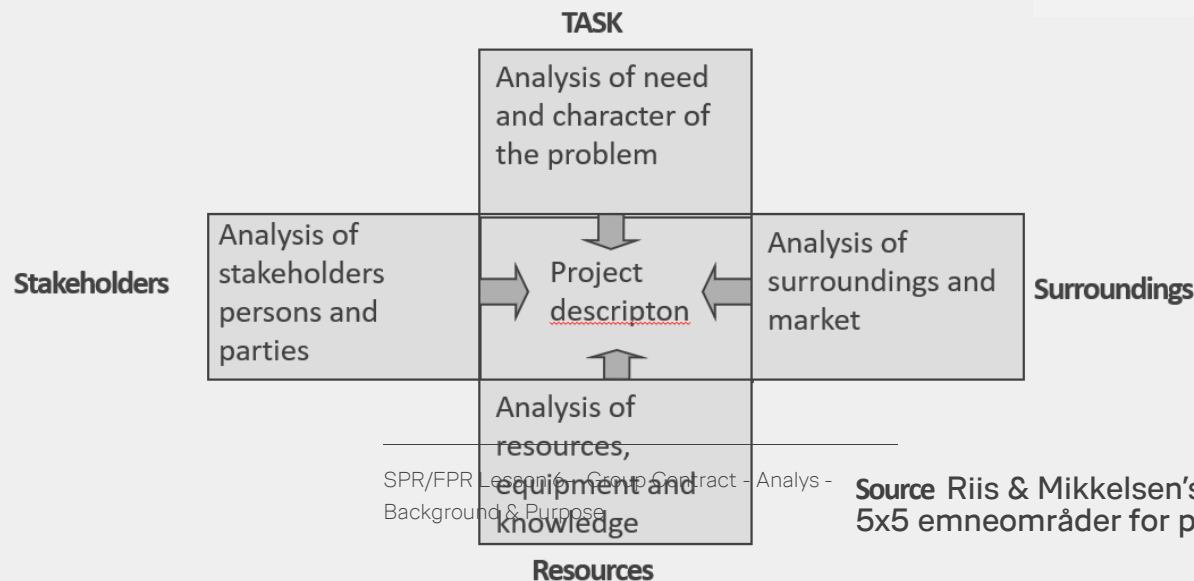
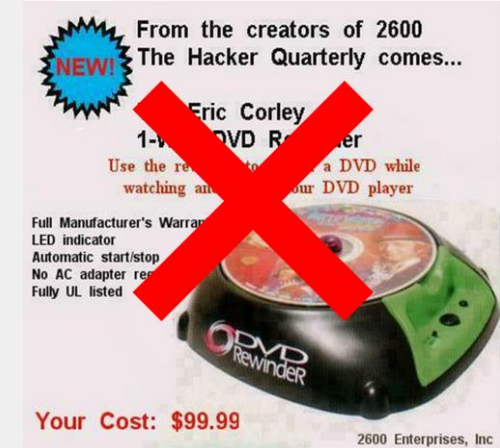
Who are the users and what is their need?

What are the existing solutions to the need?

Focus of other interested parties?

How big is the market and for how long?

Do we have the necessary skills and knowledge to succeed solving the task?



# You have successfully analysed when you can describe with arguments

- What your project is about
- What is the need
- Why it is relevant
- + Other relevant considerations regarding the project



# Group assignment – 15 minutes

Define purpose statement for your project? Consult MARM if needed

Remember : Purpose Statement defines:

What need the project is to solve NOT HOW IT IS TO BE SOLVED

# The Background description

Introducing the Project Topic to the reader...

E.g: User need, existing solutions, performance parameters, legal requirements, Market Size, Patents, ethics, sustainability aspects etc..

.....Thus arguing why the project is of relevance...

An extract of relevant findings from your  
Analyse Phase,  
Approximately two pages  
Remember to include sources for  
external data

## Content of the Project Description

- 1. Background description
  - 2. Definition of purpose
  - 3. Problem statement
  - 4. Delimitation
  - 5. Choice of models and methods
  - 6. Time schedule
  - 7. Risk assessment
  - 8. Sources of information
- WHY  
WHAT  
HOW  
Back-up data



# Next lesson:

1. Do a mind map defining relevant areas that might be relevant for your project
2. Define Purpose
3. Define a minimum of 5 subjects areas where you need additional info in order to get the necessary insight for doing your project. To be used when visiting the Library on September 29