

Project/Course flow

	Project flow	Course workshop
0	Project choice	
1	Course mindset, schedule, team assignment & us as a team	Contacting the project partner, looking at project background
2	Meeting the client & devising initial project concept	Outdoor teambuilding
3	Project planning, initial division of tasks	Project planning
4	Consulting stakeholders & experts (where relevant)	Pitching training
5	First pitch of solution	Pitching training
6	Exam week (period 1) /Developing solution	(No session, evaluation week)
7-9	Continued work on the project	See detailed schedule; Consulting skills, Sales & Negotiation
10-11	Combining the work	
12-13	Complete solution and visualization	
14	Final Gala	



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Course schedule in Period I

Always post corresponding files in your private channel, make a post there tagging Sam & Markus AND your team supervisor, with a link to the file.

Workshop 14-17	Facilitator	Topic	Individual assignment <i>(Submitted to boxes in MyCourses, currently in process of set-up)</i>	Team assignment (these are <u>only</u> submitted in Teams UNTIL the final report submission)
PERIOD I				
6.9.23, exceptionally on Wednesday	Sam, Annukka, Markus	Team choice & assignment; team leader appointment Introduction to course format and way of working. Teamwork cases.	<ol style="list-style-type: none"> 1. Project preferences 2. Team leader application letter (optional, if you want to be a leader). DL for both 5.9.23 1030	<ol style="list-style-type: none"> 1. Meeting to discuss your project in detail with your Team. 2. Contact your Aalto staff supervisor and establish a regular meeting time with them (this can be e.g. weekly at the beginning and end of the course, and every two weeks in the middle, please discuss availability with supervisor) 3. Once you have agreed the regular time with the supervisor, schedule the kick-off meeting with your assigned company asap, ideally with the meeting held by 19.9 Before contacting company, check if your supervisor would like to join and if so, how do their available times align with yours. Then offer aligned times to company. XXXX
12.9.23 14-17	Sam, Annukka (at 1630)	Outdoor team building challenge (meeting at regular classroom, but have outdoor clothing for the weather on the day)	Me as a Team member, DL 11.9.23 1700	
19.9.23 14-17	Laura Kitinoja (BIZ), Markus will host	Project planning & working with clients		Draw up Team rules contract and submit in MS Teams by 18.9 at 1700 (instructions in slides from 6.9.23)

Most personal & team assignments during the core of the course are due Mondays at 1700, but note some differences



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Course schedule in Period I-II

Workshop 14-17 (all physical)	Facilitator	Topic	Individual assignment	Team assignment
PERIOD I				
26.9.23 14-19 (NB, late session, held exceptionally at Maukas, includes dinner ☺)	Langdon brothers & Sam & Markus all available course staff	Sales & negotiation skills		Submit your short (2-3 page) project plan in MS Teams by 25.9.23 at 1700. Includes a Gantt chart
3.10.23 14-17	Annukka	Brainstorming session		
10.10.23 14-17		Open session,		
(17.10.2023)		EVALUATION WEEK, NO SESSION	Self-assessment report 1, DL 23.10.23 1700	
PERIOD II				
24.10.23 14-17	Christa Uusi-Rauva (BIZ)	Pitching training (1)		
31.10.23 14-17	Christa Uusi-Rauva (BIZ)	Pitching training (2)		Pitch slides including, project problem & proposed solution DL 31.10 at 1200 (i.e before lecture). This will be presented in the actual session on 31.10.



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Course schedule in Period II (continued)

Workshop 14-17 (all physical)	Facilitator	Topic	Individual assignment	Team assignment
PERIOD II				
7.11.23		<i>Open project session</i>		
14.11.23	Annukka ++	ARTS session		
21.11.23		<i>Open project session</i>		
28.11.23 14-17		Final presentation practice session (TBC)		
8.12.23 12-16 (Note on a Friday, & starts earlier than normal to finish at 1600)	Sam, Annukka, Markus & all teams & all company representatives	FINAL GALA (Aalto studios confirmed)		<ol style="list-style-type: none">1. Submission of final presentation slides in MS Teams at 1000 on 8.12.23 (in special folder)2. Submission of final report in MyCourses by 1700 on 15.12.23 (also sent to company IF authorized by Sam, check first!)
(End of course)			<ol style="list-style-type: none">1. Self assessment report 2 (Me as a Team member, reflecting AFTER the course)2. Interpeer assessment on your team3. Webropol course feedback >>>ALL DL 19.12 at 1700	

Course grading

- **Individual part**

• Me as a team member	4 p.
• Self-assessment report 1	8 p.
• Self-assessment report 2	8 p.
• Feedback (Webropol)	5 p.
• Inter-peer assessment	15 p.
• <u>Personal performance in project</u>	<u>10 p.</u>
Total	50 p.

- **Group part** (common for all group members)

• <u>Aalto staff evaluation</u>	<u>20 p.</u>
• <u>Company evaluation</u>	<u>20 p.</u>
• <u>Final presentation (audience evaluation)</u>	<u>10 p.</u>
Total:	50 p.