

CIRCollaborative Tools

TUTORIAL · COOPERATION PROJECT MANAGEMENT
La Grainerie (France)

PROJECT MANAGMENT

EUROPEAN COOPERATION
Eurica, De Mar a Mar...

DE MAR A MAR

- 14 Partners
 - 40 Organisations
 - 2 000 000 €
 - 300 Beneficiaries
 - Labs, Residencies
 - Support for creacion
 - Touring
- Diversity of partners & organisation
 - Diversity of activities
 - Distance
 - Many people working on the project :
Employees, Freelancers, subcontracts...
 - Steps
Conception & brainstorming
Administration & Budget
Organisation of activities
Selections of participants
Evaluation & dissemination

We need a tool allowing a project team to **collaborate & share ideas**



We need a tool adapted to our **different missions**



We need a tool **centralizing all the information**



USER STORIES

We need a tool allowing us to **work remotely**



We need a tool showing the **evolution of the work**



We need a tool showing **who is responsible for what**



We need a tool to **collaborate** on the organization of a festival with international artists and different venues (La Grainerie and local partners)

We need a tool adapted to the **different missions** of the organizers: artistic programming, production, technical preparation, communication

We need a tool showing **who is responsible for what**

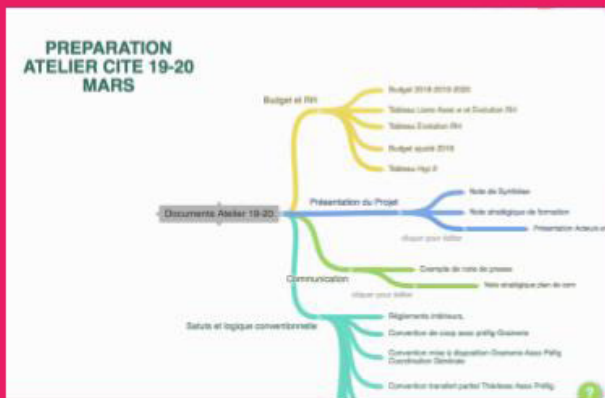
We need a tool showing the **evolution of the work** (what is planned, what is being done, what is done)

We need a tool allowing us to **work remotely** (permanent and non-permanent staff)

We need a tool **centralizing all the information** and preventing massive emailing

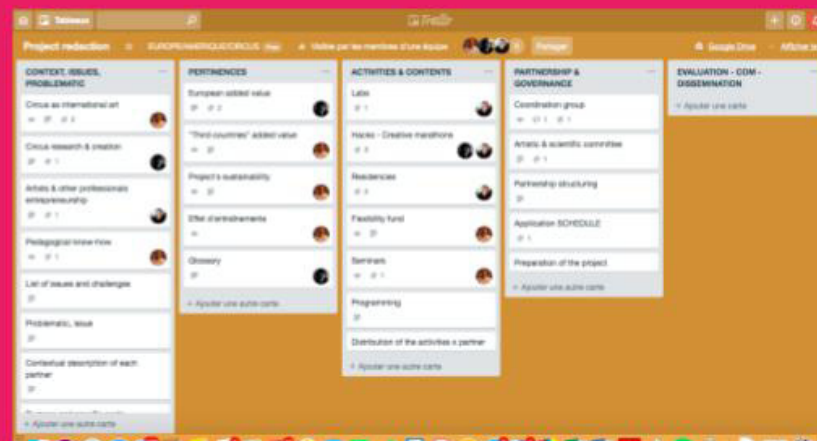
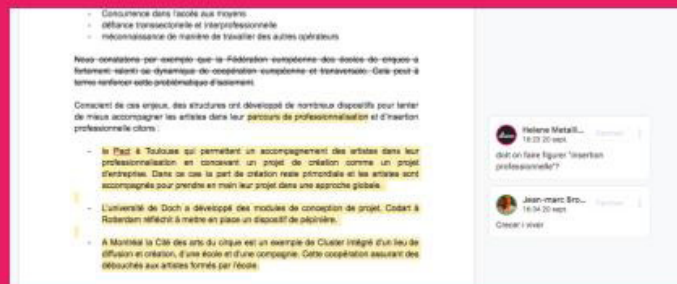
BRAINSTORMING & CONCEPTION

= MIND MAPS + GOOGLE DOC & TRELLO



https://coggle.it/diagram/Wquj_vyPNai07Dn-/t/documents-atelier-19-20

<https://trello.com/b/SShC67YL/project-redaction>



IDEAS/QUESTIONS:
Participants & Community manager

Before and during meeting : Sharing ideas, defining strategic scheme, defining arborescence and tasks list of the project

RULES OF THE GAME:
Use the tool to be comfortable
Do not use many tools : be comfortable with
Digital Collaborative Tools mean Collaborative process
Connect Tools with a Google Drive

RULES OF THE GAME

Formulation of
the idea

Sharing and
organisation

Synthesis



RULES OF THE GAME:

Participants

Using the tools during the meetings

At the end of the meetings the community manager is in charge to dynamise the organisation of the ideas

He has to archive a version of the document

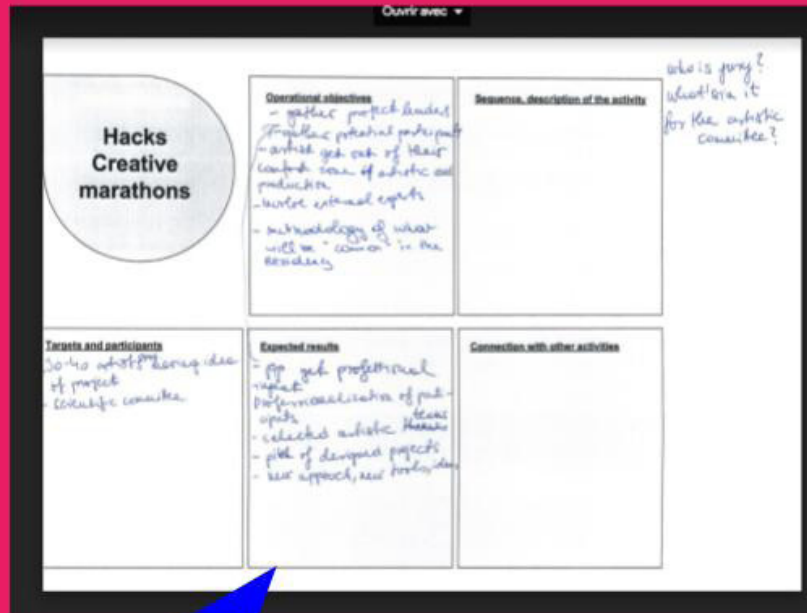
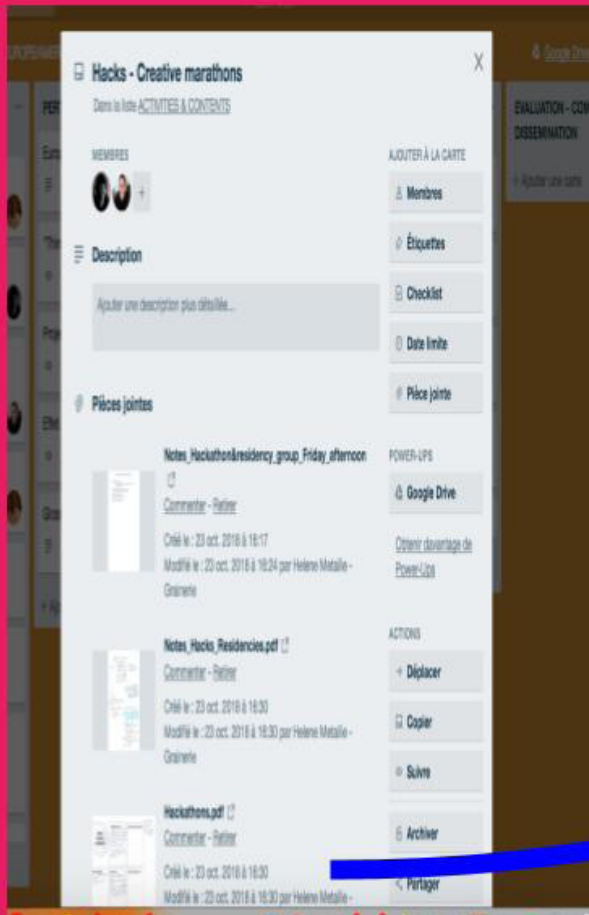
After the meeting participants can complete the document, add ideas.

Comments are usually not welcome
> **change or propose directly** a clear version of an idea.

In a Google doc : you just use the fonction «comment» to change the text, but with the same rule...

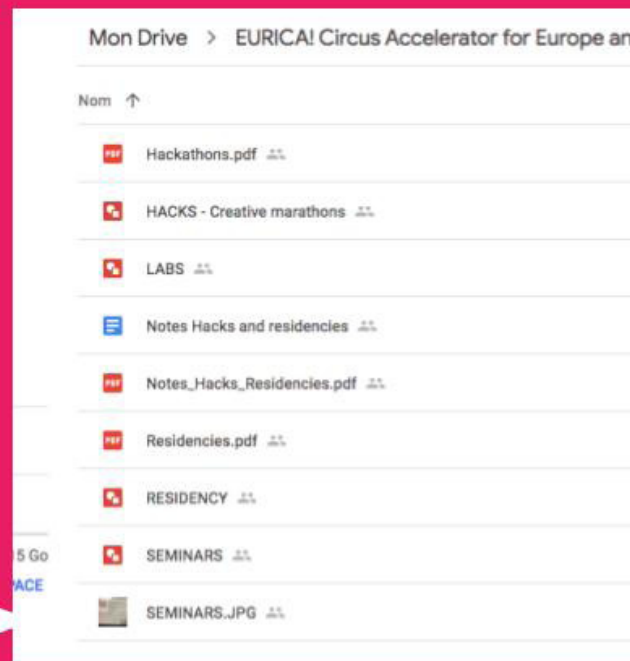
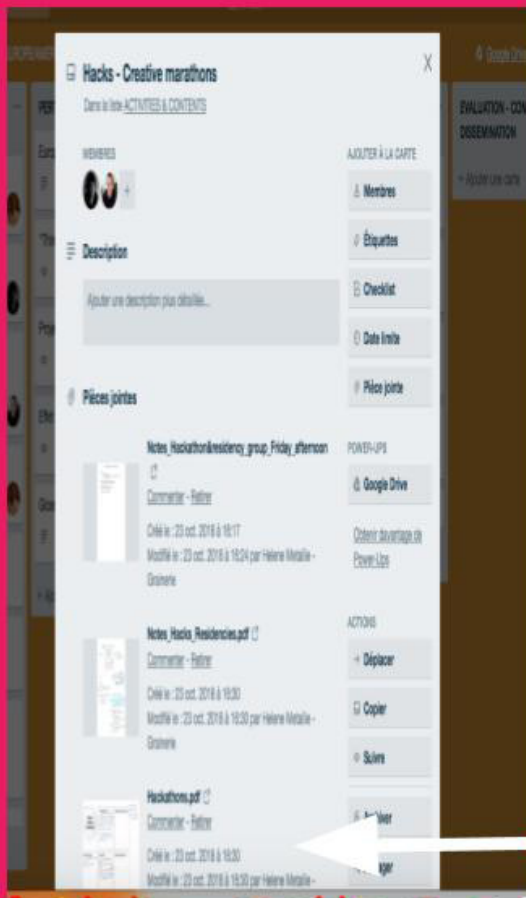
The community manager is charged to moderate and to organise the reflexion, to propose a way to classify the ideas.

DIGITAL PROCESS IS NOT ONLY DIGITAL



Earn time : You can archive pictures and documents that have been produced during a meeting ... directly in a Trello card

TRELLO BOARD + GOOGLE DRIVE



1 column only, with 1 card per event

Card's title:

- date
- company/show
- place

Card's description: production details (budget, transport, accommodation, meals, planning, etc.)

Card's links:

- presentation file
- technical rider
- communication elements

All the links refer to a unique Google Drive file where the information of the festival are stored.

The COMMUNICATION team uses the elements linked to each show. They can use the Trello to find the information but can also explore the common Google Drive folder where there is the same organization: 1 file per company.

All the information needed for programming, production, technical aspects, communication are stored in a unique folder dedicated to the organization of the festival.

All the information are linked to a Trello card.

Example: in the card of Company A, I can find its presentation dossier, its communication elements, its technical rider, etc.

RULES OF THE GAME

1 template
for each partner for his activity

Partner drops his document
in his special folder in the Drive

Coordinator
implement the official template

Video meeting for questions

Share with the partners for
revision

RULES OF THE GAME:

Participants

Using the tools during the meeting

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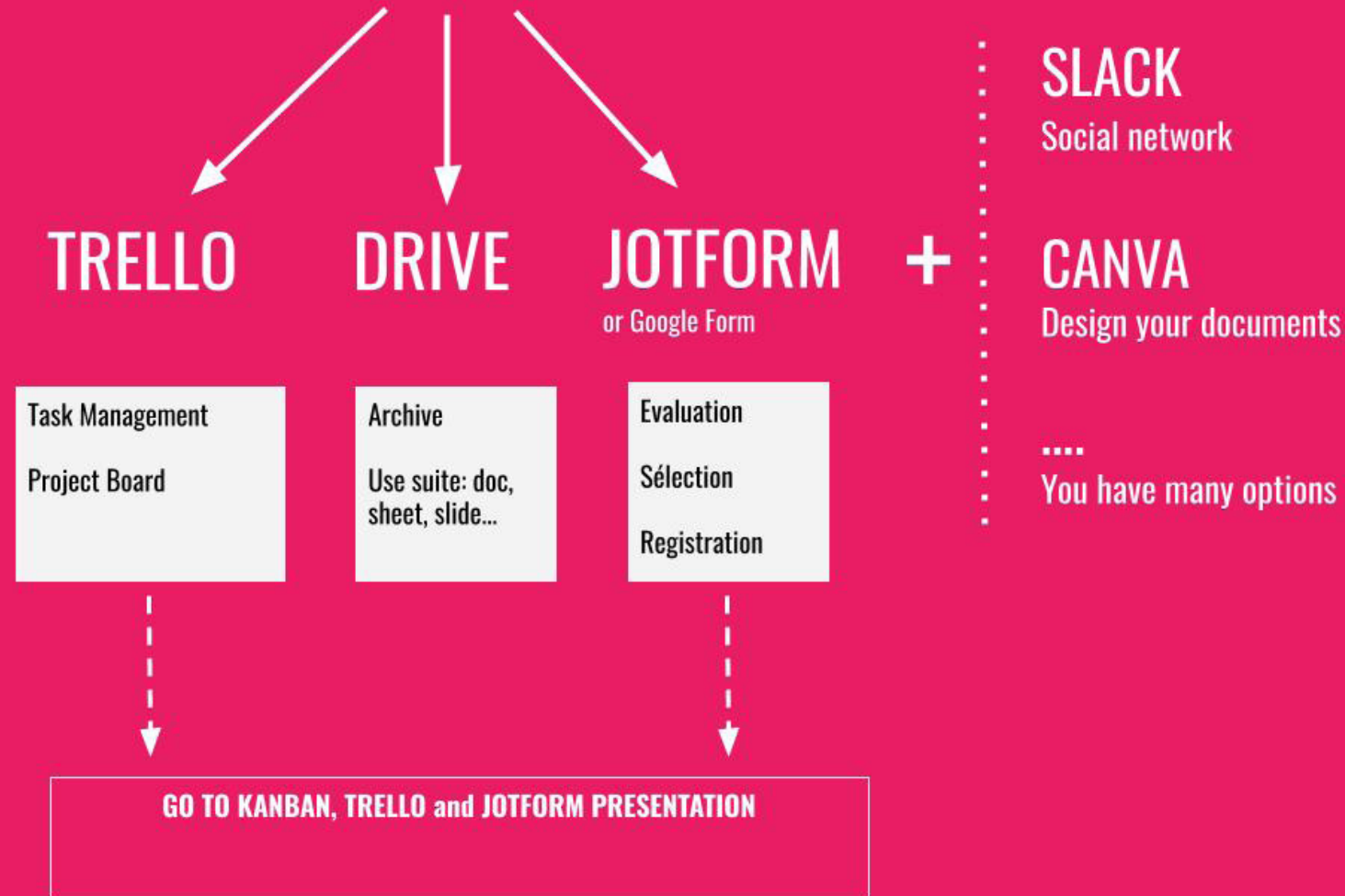
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The community manager charged to moderate and to organise the reflexion, to offer types of classification of the ideas.

MANAGEMENT OF THE PROJECT



RULES OF THE GAME

Use the tool to be comfortable

Don't use many tools

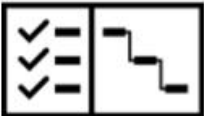
Digital Collaborative Tools means Collaborative process

Articulate Tools with a Google Drive

EXPERIMENTATION RESULTS

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	Almost all the information about the programming are available online. Everyone has access to the information: no need to ask for something since it is uploaded on the Trello/Google Drive.	Other documents are still not online: communication material, production tables (budget, logistics) because it is easier to work on a tradition Excel sheet (Cf. pivot tables).
	It is possible to see the evolution of the work: what is done, what is being done, what has still to be done, and who is responsible for what.	If the people do not update the information they are responsible for, this Trello table is useless.
	The comments allow us to reduce the emails and are in the same space that the other information related to the subject of the discussion: very practical.	If the people don't answer quickly, they forget the discussion. (Mostly for people who don't use Trello regularly.)
	The to do table has not been really used. List of todos filled in, but not updated.	It's a big challenge to work with people that are not digital friendly... Trello can be considered as a control board