Dear students,

in order to additionally clarify your obligations and ease the implementation of your project with the main goal of completing your case studies successfully, below you can find the information:

1. **key rules for project implementation:**
2. all the people assigned to your team must be involved in the communication (create a group on a communication medium of your choice – WhatsApp, Viber, VK, FB, Google Drive…)
3. talk to your teammates in English at all times (in order for all of them to understand you and feel as a part of your team) – you want to create a synergistic effect[[1]](#footnote-1) and it is only possible if you work together
4. get to know your teammates and divide tasks according to their abilities.

**If you have already met the first three rules, then only pay attention to point 4 and 5.**

1. contact your supervisors if you need help (your tasks have been distributed equally and clarified at the Introduction session at the Business School in September. If anything is still unclear, contact your academic supervisor **ASAP**)
2. do your best to impress the representatives of the companies (they have high expectations from you)
3. **List of teams and supervisors:**

|  |  |  |  |
| --- | --- | --- | --- |
| Team number | Assignment | Supervisor | Contact  |
|  |  | Rebeka Vlahov | rdvlahov@gmail.com |
|  |  | Martin Oyevaar | m.oyevaar@saxion.nl |
|  |  | Frank Vaneker | f.vaneker@saxion.nl |
|  |  | Sergei Shaposhnikov | shaposhnikov@mgubs.ru |
|  |  | Peter Arends | p.h.arends@saxion.nl |

1. **important dates**

In the list below, we sum up the different deadlines for steps to complete this project.

1. Project kick-off (week 11 – 15 September 2019)

We are planning to have a kick-off meeting in the week of 10-15 September. During the kick-off meeting, clients of the teams give a (short) presentation about their company and about the specific assignment that is needed to work on.

1. Student profiles (deadline 21 September 2019)

Students have to write a short introduction about themselves and shared it with each other and handed in this team document to the academic supervisor. This is done in order to be sure that every team member is in contact with each other.

1. Literature review (deadline 10 October 2019)

Each team has to hand in a document with the research plan of the team. In the document should be written the task division between the team members, their plan of approach of answering the research questions, an overview of the literature that will be used and as much as possible already found data on the business environment in the target market. Research plans will be graded as sufficient or insufficient. In case of an insufficient research plan, teams have 3 more working days to upload an improved plan.

1. Preliminary report / results (deadline 23 November 2019)

In the preliminary report, the teams will write down as much as possible of the information that is available to them during the course of the project. This will not be a final report, but will be very helpful in structuring the work during the exchange phase of the project, in order to find the largest gaps in the knowledge that teams still have to work on.

1. Exchange week (25 - 29 November 2019)

During this week team members will physically travel to meet each other in order to work on the remaining questions for a week, doing interviews with stakeholders and a preliminary presentation for the client at the end of the week. Clients will give feedback they could work on to finalize the project.

1. Final report (15 December 2018)

Based on the comments that the teams will get from the client and the academic supervisor, the teams will get three weeks to finalize the entire project and hand in their final report at their academic supervisor and client.

1. *Synergistic effect* – creating better solution together than it would be possible if you do parts of the task alone and just combine then (try to be creative and deliver a high value results) [↑](#footnote-ref-1)