

RE.2

Do a personal review

Simple activity

The aim of this activity is to review your own personal performance as a Service Provider and think about other markets in that might benefit from your services.



INPUT

- Results of the first project for eco-innovation.
- Short report describing the outputs of the *Project Review template* from the activity *RE.1 Do a project review workshop*.

OUTPUT

- Five actions you can take to improve your own performance in supporting future projects for eco-innovation
- Ideas for new markets that could benefit from your services. This output is not used elsewhere but it will help to improve all future eco-innovation activities.

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The review until now has been focused on the benefits for the company and what they have gained. However, you should take the time to review your own performance, what you have learned and what your next steps should be.

HOW TO GO ABOUT IT

1. Ask yourself the following questions
 - What did I do well?
 - What did I find challenging?
 - What could I do differently in future projects?
 - What have I learned?
 - Are there other markets that I should target with my eco-innovation services?
2. Try to generate five actions you can take to improve your performance in supporting future projects for eco-innovation.
3. If you have identified potential new markets for your eco-innovation services, this will involve returning to the *PREPARE* phase in order to assess the attractiveness of the market and build your understanding of that market.

→ Further information in the Metals Supplement

Template of Personal Review

What did I do well?	What did I find challenging?	Feedback from others
What have I learned?	What should I do differently in future projects?	
Are there other markets that I should target with my eco-innovation services?		
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Personal review

Project

Date

Version

<div>What did I do well?</div>	<div>What did I find challenging?</div>	<div>Feedback from others</div>
<div><div>What would I like to see more of in future projects?</div><div>What five actions could I take to improve my performance in supporting future projects for eco-innovation?</div></div>	<div>What have I learned?</div>	

Are there other markets that I should target with my eco-innovation services?

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LEARNING CASE STUDY OF PERSONAL REVIEW

What did I do well?

- *Productive weekly meetings with CEO*
- *Helped to generate a wide range of improvement ideas – some of which could be implemented in a future project*
- *Generated good baseline data and was able to demonstrate improvements achieved in a robust manner*

What did I find challenging?

- *Managing quality control issues that arose*
- *Unable to proceed with third sub-project due to high capital cost of anaerobic digestion equipment*
- *Dealing with Production Operatives that were reluctant to implement new practices*

What have I learned?

- *When problems arise that create a conflict between project objectives and day-to-day operation of the company then early input from CEO is required to decide on priorities and best way to resolve conflict*
- *Dealing with the concerns of staff is key to the success of any project*
- *Production Operatives can be a great source of ideas when give the chance to participate in problem solving*

What should I do differently in future projects?

- *Complete some training on change management*
- *Get ballpark figures for technology costs early in the process to avoid wasting time on technology that is too expensive for the budget*
- *Try to identify potential sources of internal conflict during project planning*
- *Seek advice from CEO when internal conflicts do arise*
- *Include clear description of benefits for operational staff in project poster*

Feedback from others

- *CEO impressed with results achieved within 12 months*
- *Production Manager would like to delegate responsibility for technical feasibility studies in future projects as they require dedicated attention*
- *Production Operatives were pleased to be involved in problem solving activities*

Are there other markets that I should target with my eco-innovation services?

Very similar challenges identified in other food processing companies – need to investigate these opportunities further