MILESTONE

Providing Stepping Stones
Along the Path to Success

THE MATHIS GROUP, INC.

A WOMAN-OWNED
SMALL BUSINESS

MOTIVATING THE PROJECT TEAM

A project can only be as successful as the project team. While having a good team doesn't guarantee that the project will be completed on time and budget, it does dramatically increase your odds. Even a project manager of an exceptional team should work hard to motivate the group. Let's look at some ways to effectively motivate the project team.

Give assignments that provide challenges

A great team member is one who looks forward to a challenge. After a while, doing the same tasks on every project becomes monotonous. When a new task arises that is a challenge, many will feel excited to accomplish this goal. Once they've completed it, they will feel a sense of pride and have more confidence to face another challenge in the future.

Clearly define performance expectations

No one likes ambiguity. Having clearly defined expectations will remove uncertainty about what is required for this project team. If there are performance issues, being able to refer to the expectations will help in rectifying the situation. It is hard to argue about performance when expectations are spelled out from the beginning of the project.

Give proper criticism, as well as credit

For some project managers, it is assumed that their team will do good work (as well it should). However, because of that mindset, praising the team may be overlooked. Some managers, while they notice the good the team has done, only think to mention areas that aren't up to par. Remember to encourage your team throughout the project. Let them know you are proud of the work they are doing.

Give honest appraisals

While it's important to point out the good a team member is doing, don't neglect to correct a needed area. When done with respect and tact, most people will appreciate knowing how they can improve.

Provide a good working atmosphere

A hostile work environment is not a place for people to do their best work and thrive. Constant criticism and negativity will bring team morale down and will decrease productivity. Give your team a working atmosphere where mistakes can be made without fear, and they are given opportunities to learn new skills.

Provide a proper direction

Letting the team know where a project is headed will increase buy-in that the project is important and meaningful. When possible, ask for input from the team so they know that you value their opinion. You will probably be surprised by the great ideas they will generate!

When your team is motivated and encouraged to their best, and when they enjoy the work that they're doing, you will have happier employees which will lead to more successful projects.

Join Dr. Mathis on Tuesday, May 11 for our free *Handling the Paradigm of Change Associated with the Project* webinar. This one-hour webinar focuses on the ripple effect of a project's influence to an organization. This webinar discusses these areas' impact and helps equip the team with strategically planning how the changes should go rather than just letting them happen. If you cannot attend, a replay link will be sent out after the webinar. To register, go to **www.themathisgroup.com/webinars**.

MASTERING PROJECT MANAGEMENT - 3 DAY

PDUs - 19.5

PMI's Talent Triangle Breakdown
Technical - 18.75
Leadership - 0.75

face-to-face

virtual
instructor-led

Course Description: This three-day course will provide an overview of the project management process. It will include applicable hands-on activities and team exercises to reinforce project management core competencies. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*.

Course Objectives:

Objective 1: Recognize the process groups and knowledge areas of project management
Identify the benefits of project management
Describe the project manager's role in project management
Describe project charter
Distinguishes the scope of a project including scope statement and scope definition
Explain the work breakdown structure of a project including decomposition, milestones, critical path

Objective 2: Analyze activity sequencing and various tools: precedence diagramming method, arrow diagramming method, conditional diagramming methods
Examine various estimating tools: analogous estimating, parametric estimating, PERT estimating, etc.
Interpret quality planning and examine tools such as benefit cost analysis, benchmarking, and flow charting
Examine communication planning
Examine risk management planning and apply a risk management plan

Objective 3: Discuss cost estimating and cost budgeting
Explain earned value analysis including:
- Schedule variance
- Cost variance
- Cost performance index
- Schedule performance index
Define and recognize procurement planning

Objective 4: Define and describe the following:
Project team
Characteristics of effective and ineffective teams
Destructive and supportive roles of team members
Team motivation
Team development

Objective 5: Evaluate how to perform quality assurance
Discuss scope verification, control, and reporting
Analyze ways to handle scope changes
Identify scope creep
Discuss schedule control
Discuss cost control

Objective 6: Summarize ethical considerations

Objective 7: Examine the process of closing a project including contract closure

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A WOMAN-OWNED SMALL BUSINESS (WOSB)

Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM
WANDA MATHIS, M.ED. PMI-ACP

PROJECT MANAGEMENT TRAINING
OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI

PRESENTATIONS THE EDUCATE, MOTIVATE, AND INSPIRE

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

PROJECT MANAGEMENT
MARKETING
MOTIVATION
ORGANIZATIONAL BEHAVIOR
LEADERSHIP
CUSTOMER SERVICE

COMPANY MANDATE

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

- Curriculum Design
- Project Management
- Organizational Behavior and Development
- Management

- Marketing
- Strategic Planning
- Executive Coaching
- Performance
- Team Building

- Emotional Intelligence
- Leadership
- Customer Service
- Creating Customer Value
- Supervisory Leadership
- Coaching and Counseling

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