



PROJECT MANAGEMENT CENTER FOR EXCELLENCE

A.J. CLARK SCHOOL OF ENGINEERING
Civil & Environmental Engineering Department



PROJECT TEAM MOTIVATION — 5 STEPS TO ACHIEVING SUCCESS EVERY TIME

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INTRODUCTION

- The success of any project is highly influenced by the project team tasked with deliverin





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- The effective development and integration of the project team is essential in the successes of a project, as it is the project team who will be responsible for delivery of the scope throughout the project life cycle





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- The following five steps will lead to a motivated, winning project team



STEP ONE – Establish the Team

- The first step is to establish the project management team



- The best project teams include stakeholders at all levels, from executives to those individuals at the front line



- These individuals have the inside knowledge that will be critical to the success of technical experts from external organizations

STEP ONE – Establish the Team

- The most important element about team composition is having a team that is effective working together



- Collaboration and communication skills are two of the most critical personal skills demanded of all members



- The ability and willingness to recognize and value the different roles and contributions of team members is essential

STEP ONE – Establish the Team

- Every team needs problem solving, influence, process and compliance behaviors and values if it is to be successful



- People possessing those different requirements for group success have very different behaviors and conflict can be a product of their interactions



- Team development at the very start of the project should include training in communication skills, and the recognition and valuing of the different behaviors, values and personal skills needed for team success



STEP TWO – Facilitate Effective Communication

- Accurate, useful, timely and credible communication is crucial to maintaining a cohesive team environment and achieving project success
- All project information should be communicated consistently throughout each stage of the process so all team members are equally informed and motivated





STEP TWO – Facilitate Effective Communication

- Open sharing of information should be encouraged and a no surprises attitude must be adopted to create a trusting work environment
- A variety of communication mediums should also be used
- Team members will respond differently to written (email, text, memo etc.), verbal (telephone, radio, face to face etc.) methods of communication



STEP TWO – Facilitate Effective Communication

- Busy schedules and multiple projects can become obstacles to effective communication



- Recurrent face to face meetings must be scheduled to encourage ongoing discussions and ensure that deliverables are completed within project time frames

STEP THREE – Encourage Collaboration

- Groups that plan together are typically more successful, therefore project leaders must realize the importance of collaborative planning and goal setting



- This collaborative goal setting allows team members to achieve individual successes, while contributing to the overall project goals



STEP THREE – Encourage Collaboration

- Collaboration is the vehicle which:
 - Generates the most creative solutions
 - Gets the greatest membership support
 - Produces the greatest amount of personal growth

STEP THREE – Encourage Collaboration

- By matching each team member's incentive to the overall goals, the entire team is motivated further to achieve success
- It is also the project manager's responsibility to manage the team's development to ensure a cohesive integrated team is founded





STEP FOUR – Accept and Manage Problems

- It should be noted that bringing a group of people together does not necessarily constitute a team, especially not an effective working team



- One of the biggest mistakes made by project managers is not recognizing this as a fact and then expecting their project team to hit the ground running from day one

STEP FOUR – Accept and Manage Problems

- Project leaders are challenged to facilitate relationships among people of very different backgrounds
- However, they all share the common goal of the project



STEP FOUR – Accept and Manage Problems

- Conflict within projects can manifest itself in many ways but a good project manager will intercept and act when conflict occurs



- Despite the variables that might contribute to project challenges, by communicating team goals and expectations openly and effectively, these barriers can be overcome

STEP FIVE – Recognition and Reward

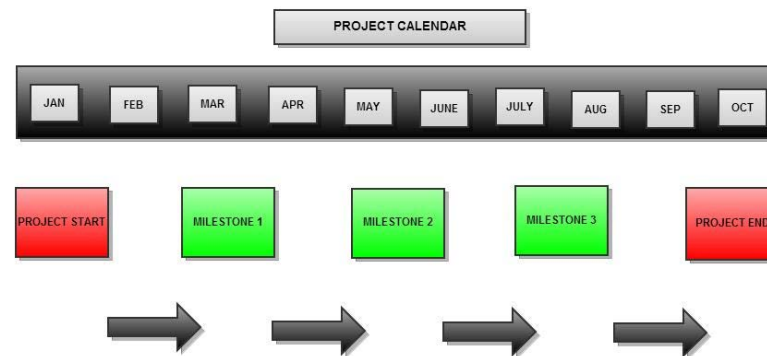
- A recognition and reward scheme will help reinforce the importance of the key project deliverables and focus the team on the important aspects of the project



- Completion of a project and the steps along the way can be very rewarding for team members

STEP FIVE – Recognition and Reward

- Outwardly celebrating these successes can be very motivating for the team



- When project milestones are reached, they should be communicated to the project team members and stakeholders

STEP FIVE – Recognition and Reward

- Rewards can come in various forms



They should be established and communicated at the start of the project, as they may impact on other areas to the project, such as cost and time



Project Team Motivation — 5 Steps to Achieving SUCCESS Every Time



- **STEP ONE – Establish the Team**
- **STEP TWO – Facilitate Effective Communication**
- **STEP THREE – Encourage Collaboration**
- **STEP FOUR – Accept and Manage Problems**
- **STEP FIVE – Recognition and Reward**



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Questions?





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