

## subtitle.txt – Project Resource Management

Covers the PMBOK-defined processes for managing resources:

- Types of resources: Capital (equipment, funding), Technology (software, data security), People (skills, performance).
- Six key processes:
  - **Plan Resource Management:** Strategy for acquiring and using resources.
  - **Estimate Activity Resources:** Identify what and when resources are needed.
  - **Acquire Resources:** Recruit people, buy/rent equipment.
  - **Develop Team:** Build trust, train, resolve conflict.
  - **Manage Team:** Monitor performance, give feedback.
  - **Control Resources:** Ensure physical resources are used efficiently.

## subtitle (1).txt – Matrix Organizations

Explains how matrix structures affect project teams:

- Matrix management: Employees report to both functional and project managers.
- Pros:
  - Flexibility and efficient resource use.
  - Access to subject matter experts.
- Cons:
  - Complexity and potential conflict.
  - Competing demands from multiple managers.
- Types of matrix structures:
  - **Weak Matrix:** Functional manager dominates.
  - **Balanced Matrix:** Shared authority.
  - **Strong Matrix:** Project manager has more control.

## subtitle (2).txt – Types of Power in Leadership

Explores French and Raven's five bases of power:

- **Legitimate Power:** Authority from position.
- **Reward Power:** Ability to give benefits.
- **Expert Power:** Based on skills and reputation.
- **Referent Power:** Derived from likability and relationships.
- **Coercive Power:** Ability to punish—least recommended.

### subtitle (3).txt – Motivation Theories

A deep dive into content and process theories:

- **Content Theories** (focus on *what motivates*):
  - *Maslow's Hierarchy, Herzberg's Two-Factor, Three Needs Theory, McGregor's Theory X/Y, ERG Theory, Mayo's Theory.*
- **Process Theories** (focus on *how motivation works*):
  - *Adam's Equity, Vroom's Expectancy, Taylor's Scientific Management, Self-Efficacy, Reinforcement Theory, Locke's Goal-Setting.*

Each theory offers tools for understanding and improving team motivation.

### subtitle (4).txt – Emotional Intelligence

Based on Daniel Goleman's framework:

- **Self-awareness:** Know your emotions and triggers.
- **Self-management:** Control your reactions.
- **Social awareness:** Empathy and understanding others.
- **Relationship management:** Use emotional insight to collaborate effectively.

Emotional intelligence is key to building trust and leading teams.

### subtitle (5).txt – Global Megatrends in Project Management

Summarizes PMI's six megatrends reshaping the workplace:

1. **Digital acceleration:** AI, cloud, IoT transforming collaboration.
2. **Climate crisis:** Sustainability must be embedded in projects.
3. **Shifting demographics:** Talent shortages and the Great Resignation.

4. Supply chain disruption: Need for global collaboration.
5. Labor shifts: Underrepresented groups leaving the workforce.
6. Equity and inclusion: DEI must be integrated into every process.

These trends demand adaptive, inclusive, and tech-savvy project management.