

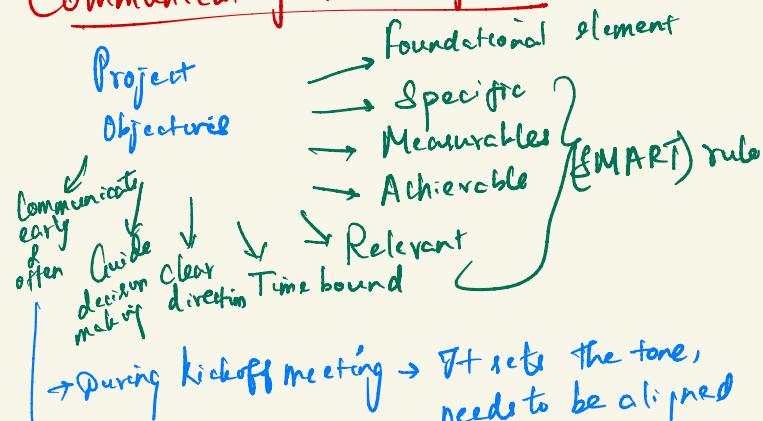

Creating a Healthy Project Environment

Ways to foster a healthy environment

- Empowering team members
(a process of giving team the authority to complete a task effectively & achieve project goals)
- Builds morale
- Improves team dynamics
- Resources and support that they need to complete a task effectively & achieve project goals
- Invites innovation
- Reduces friction
- Prevent delays
- & stay focused (\Rightarrow Timelines, Deliverables & Stakeholder needs)

- for team members include
- Matching tasks to skills
- Open communication
- Recognize and reward efforts
- Foster teamwork
- Create urgency only when needed
- Encourage work-life balance

Communicating clear objectives:



→ During kickoff meeting → It sets the tone, needs to be aligned & reinforced

→ Daily stand-ups

→ Weekly status meetings

→ Weekly reporting documents

How to communicate project objectives

- Common understanding of work & objectives
- Keep it simple (clear, concise, no technical jargon)
- Tailor the message
- Use visuals
- Encourage feedback

Project objectives should be documented during (Project charter.) (also on scope statement)

acts as a tool to align on project objectives

- Left clear expectations
- Protect teams

Avoid scope creep

- Situation where objectives, requirements & tasks expand throughout the project
- But constrained budget & resources
- Result: missed deadlines & increased expenses

Say no as project manager

- Be clear & firm
- Provide explanation
- focus on big picture
- Explain the impact

- Be collaborative
- Offer alternatives
- Document the decision

Servant leadership → Successful projects: Empowered, collaborating, High morale.
 (Greenleaf, Robert K) → Philosophy
 → set of practices
 → Enriches lives

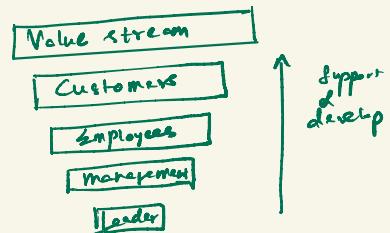
Putting Servant leadership into practice

- Set schedules
- Learn project vocabulary
- Understand details

Servant Leadership emphasizes serving the team by focusing on their needs while also empowering and supporting them to reach their full potential.

Advantages of participating in the work

- Understand tasks & challenges
- Build trust
- Identify improvements
- Lead by example
- Culture of collaboration, accountability & continuous improvement



Best practices (coz full schedules can make participating in the work difficult!)

- Budget time (find a small time slot to discuss the work)
- Communicate intentions
- Avoid micromanaging
- Be open to learning (learn from others as well)
- Builds relationship

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- Export viewpoints → Create vision for team
- Dedicates time to keep similar activities together
 - Prioritize & Reprioritize based on needs & severity
 - Learn about individual tasks, dependencies, time, if they need support.
 (This will also help in project planning)
 - Knows their people
 - Is willing to be the active participant, empower the team, know to teach & mentor
 - Be aware of knowledge & skill limitations