

Team Building in a Project Environment

Kindergarten Skills You Can Use

North East Florida Chapter

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U.S.

FBI may scrap \$170 million project

Leahy: The program is 'a train wreck in slow motion'

From Terry Frieden
 CNN Washington Bureau
 Thursday, January 13, 2005 Posted: 9:23 PM EST (0223 GMT)

WASHINGTON (CNN) -- A top FBI official said Thursday the bureau may have to scrap a computer program that so far has cost \$170 million and was intended to be an important tool in fighting terrorism.



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Trust

Trust men and they will be true to you; treat them greatly and they will show themselves great.

Ralph Waldo Emerson

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Implied Teams

- Teams exist on multiple levels.
- Implied teams need to be recognized.
 - Project Managers are a team.
 - Personnel of a specific skill set or discipline are a team.
- Implied teams need leaders and team building activities.

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Interpersonal Skills

“The ability to deal with people is as purchasable a commodity as sugar or coffee. And I will pay more for that ability than for any other under the sun.”

John D. Rockefeller

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Project Management Skills

In order of importance

Communication skills*

Organizational skills*

Team building skills*

Leadership skills*

Coping skills*

Technological skills

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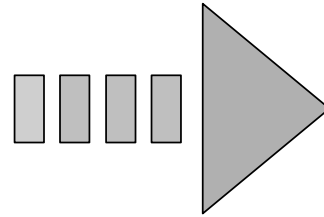
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Project Manager Responsibility

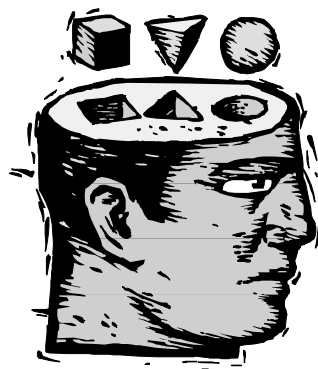
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CHAOS



Clarity



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Consistency

A wise person is always consistent in his best qualities, and because of this he gets the credit of trustworthiness. If he changes, he does so for good reason and after good consideration.

Balthasar Gracian 1649

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Project Manager's Team Building Role

- Recruit the best skill set for the project.
- Obtain team “buy in” of the project vision.
- Inspire the team...
 - Flag waving.
 - Drum Beating.
 - Not just at the start!

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Leaders help their team practice kindergarten skills.

HAWAII DISTRICT SCHOOLS KINDERGARTEN PROGRESS REPORT										EXPLANATION OF MARKS Y—Yes N—No U—Sometimes	
<i>James Brown</i>		<i>Makapu</i>		<i>2005-06</i>		<i>A. Tong</i>		<i>Manuel P. Silva</i>			
STUDENT'S NAME		SCHOOL		SCHOOL YEAR		TEACHER		PRINCIPAL			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	TEACHER'S COMMENTS	
HEALTH AND PHYSICAL											
	I try to eat all kinds of foods.	S	S	I have good muscular control.	N	S					
	I eat wisely.	-	Y	I have good tooth habits.	S	Y					
SOCIAL											
	I work and play well with others.	Y	Y	I take part readily in group activities.	Y	Y					
	I follow rules.	S	Y	I assume responsibility.	S	Y					
	I give to good members.	Y	Y	I show initiative and effort.	S	Y					
EMOTIONAL											
	I adjust easily to new situations.	Y	Y	I attempt to solve problems independently.	Y	Y					
	I exercise self-discipline.	S	Y								
	I accept suggestions.	Y	Y								
WORK HABITS											
	I try to do my work readily.	S	S	I use time to good advantage.	Y	Y					
	I finish my work.	Y	Y	I care for school and personal property.	Y	Y					
	I keep things in order.	Y	Y	I clean up after work periods.	S	Y					
SKILLS AND INTERESTS											
	I follow directions.	S	Y	I enjoy music.	Y	Y					
	I speak clearly and loudly enough.	Y	Y	I enjoy looking at books.	Y	Y					
	I express my ideas well.	Y	Y	I can join discussions and activities.	-	Y					
	I try to use acceptable English.	Y	Y	I know standard colors.	-	Y					
	I listen when others are speaking.	Y	Y	I understand meanings of numbers.	-	Y					
	I am alert and aware of things around me.	S	S								
I PARTICIPATE IN THESE ACTIVITIES											
	Blocks.	Y	Y	Clay.	-	-	<i>Such a likeable boy I have enjoyed having James in my class!</i>				
	Doll Corner.	Y	S	Finger Painting.	-	Y					
	Small Painting.	S	S	Air Pict.	S	Y					
	Games and Chalk.	S	Y	Workbook.		Y					
	Cutting and Pasting.	S	S	Paints and Dishes.	Y	Y					
ATTENDANCE											
DAYS ABSENT		1	4	<i>Promoted to the 1st grade - A. Tong</i>							

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Kindergarten Test for Effective Teams

- Social
 - I work and play well with others.
 - I follow rules.
 - I practice good manners.
 - I take part readily in group activities.
 - I assume responsibility.
 - I show initiative and effort.

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Kindergarten Skills You Can Use

Kindergarten Test for Effective Teams

- Emotional
 - I adjust easily to new situations.
 - I exercise self discipline.
 - I accept suggestions.
 - I attempt to solve problems independently.

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Kindergarten Skills You Can Use

Kindergarten Test for Effective Teams

- Work Habits
 - I try to do my work neatly.
 - I finish my work.
 - I keep things in order.
 - I use time to good advantage.
 - I care for School and personal property
 - I clean up after work periods

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Team Charter

- The team charter is an important and powerful leadership tool.
 - Not a project charter!
- The team charter emphasizes accountability through role clarification and normalizing expectations.
- The team charter helps build consistency in the behavior of team members.

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Team Charter – Basic Elements

- Mission – The teams mission in context of the overall organizations mission.
- Team organization and roles – Roles and relationships should be clearly defined.
 - Democracy?
 - It can be effective to rotate some roles when circumstances dictate.
- Major milestones and goals.

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Team Charter – Basic Elements

- Norms – “Expected behavior of team members” ...
 - Meetings, on time or fashionably late?
 - Working hours and locations.
 - Communication guidelines.
 - Specifically address after hours and/or focus times.
 - Emergencies.
 - Project.
 - Real.

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Team Charter – Basic Elements

- Standardized, upfront, processes to resolve conflicts.
- Standardized process to provide feedback.
 - Personal improvement and team improvement hinges on effective feedback!

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Project Manager's Team Building Role

- Develop trust among team members.
 - Synergy.
 - After awhile the process should be self regulating by the team.

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Project Manager's Team Building Role

- Supervise, mentor and coach team members.
- Regularly recognize results and reward the team.
 - Establish an environment where team members reward each other.

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Questions

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Dr. James T. Brown - jtbrown@sebasolutions.com

- James T. Brown Ph.D., president of SEBA™ Solutions Inc., a Registered Education Provider for the Project Management Institute, has provided training and consulting services for dozens of companies nationally and internationally. A recognized authority in project management, he is a frequently invited speaker on project management areas of interest.
- Dr. Brown has a patent for a project scheduling methodology, and has received numerous awards including "*Teacher of the Year*" for Industrial Engineering from the Florida A&M/Florida State University College of Engineering; "*Engineer of the Year*" from the Cape Canaveral Technical Societies and is a recipient of the "*NASA Public Service Medal*" for exceptional contributions to NASA's mission. He is a member of the Project Management Institute and the National Speakers Association. He is a licensed Professional Engineer (PE) and a certified Project Management Professional (PMP).

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