

Project Leadership

Prepared by Dr. Ehab Mahmoud

PMG 511
Orientation Lecture

Lecture 0



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Academic Agenda

Week	Subject
Week 1	Orientation lecture
Week 2	Lecture – Discussion Panel – Quiz
Week 3	Lecture – Discussion Panel – Quiz
Week 4	Lecture – Discussion Panel – Quiz
Week 5	Lecture – Discussion Panel – Quiz
Week 6	Lecture – Discussion Panel – Quiz
Week 7	Lecture – Discussion Panel – Quiz
Week 8	Lecture – Discussion Panel – Quiz
Week 9	Lecture – Discussion Panel – Quiz
Week 10	Lecture – Discussion Panel – Quiz
Week 11	Lecture – Discussion Panel – Quiz
Week 12	Discussion Panel
End of Trimester	Final Exams

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Assessment Method

Short Exams (Quiz)

- 80% of the grade
- Count of short Exams: 10 (one exam weekly)
- 8 questions per Exam
- 8 Marks for each of short Exam.

Final Exam

- 20% of the grade

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Exam Structure

- Multiple choice questions
- TRUE & FALSE questions
- VOICE questions
- Exam duration:
 - Short Exam (Weekly quiz): 30 minutes
 - Final Exam: 60 minutes

-- اللغة الأساسية في المحاضرات

هي:

اللغة الإنجليزية

-- الاختبارات باللغة الإنجليزية مع

وجود

ترجمة للسؤال.

توزيع الدرجات - 100%

حضور المحاضرة -
حل الأسئلة المصاحبة

8 درجات لكل اختبار قصير -
بمجموع 80 %

الحضور اختياري

20%

الأعمال

محاضرة مسجلة أسبوعيًا-
السبت من كل أسبوع

اختبار قصير مصاحب للمحاضرة
بشكل أسبوعي

حلقة نقاش افتراضية أسبوعية
لمناقشة محتوى المحاضرة المسجلة.

الاختبار النهائي

يتم احتساب الغياب من خلال حل الطالب للاختبار القصير المصاحب للمحاضرة المسجلة الأسبوعية، وإذا تغيب الطالب عن 4 اختبارات قصيرة يعتبر الطالب في هذه الحالة حرمان. آخر موعد للاعتذار عن أي اختبار قصير يكون قبل إغلاق موعد الاختبار مع إرفاق الدلائل الثبوتية لأي أعذار قهرية أو مرضية عبر نموذج الأعذار عن اختبار قصير عبر منصة SIS. آخر موعد للاعتذار عن الاختبار النهائي يكون قبل موعد عقد الاختبار مع إرفاق الدلائل الثبوتية لأي عذر قهري أو طبي عبر نموذج الأعذار عن اختبار نهائي عبر منصة SIS، ولن يتم احتساب أي أعذار بعد نهاية الموعد. • يحق لإدارة الجامعة مراعاة بعض الظروف القهرية.

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Course Description

- **Credit Hours: 3 credit hours (Lecture and discussion session)**
- The focus of this course is on the key topics required to be an effective project leader, manage stakeholders, and build trust. This course focuses on team formation and development and managing and motivating team members.
- Topics include assessing the abilities and effectiveness of team members, team building, leadership, motivation, and conflict resolution. Stages and effective actions for developing and utilizing teams and team members are also covered.

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Primary Goals of this course

The main objectives of this course are to:

- Recognize the roles of a manager and a leader in projects.
- Gain an understanding of the vital role of effective team management in project leadership
- Gain an understanding of team related processes and challenges
- Identify different leadership styles and different types of power
- Understand the major concepts of trust, motivation and conflict in the context of a project team
- Managing stakeholders.
- Best practices and pitfalls in project leadership

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Learning Outcomes

Upon completion of this course, students will be able to:

- Describe the role of the project manager, the fundamental aspects of team structure and interpersonal dynamics.
- Apply leadership techniques and defend the use of appropriate practices for motivating teams and developing leadership abilities.
- Reflect upon personal strengths and weaknesses and develop a plan for continuous improvement with respect to team-management skills.
- Demonstrate how teams are assigned and formed and describe the stages of team development.
- Plan and conduct a successful project kickoff meeting and reflect upon the formation and dynamics of teamwork and how to motivate teams.
- Analyze sources of conflict and, given a specific challenge, apply a problem-solving process that focuses on confronting and resolving the conflict.

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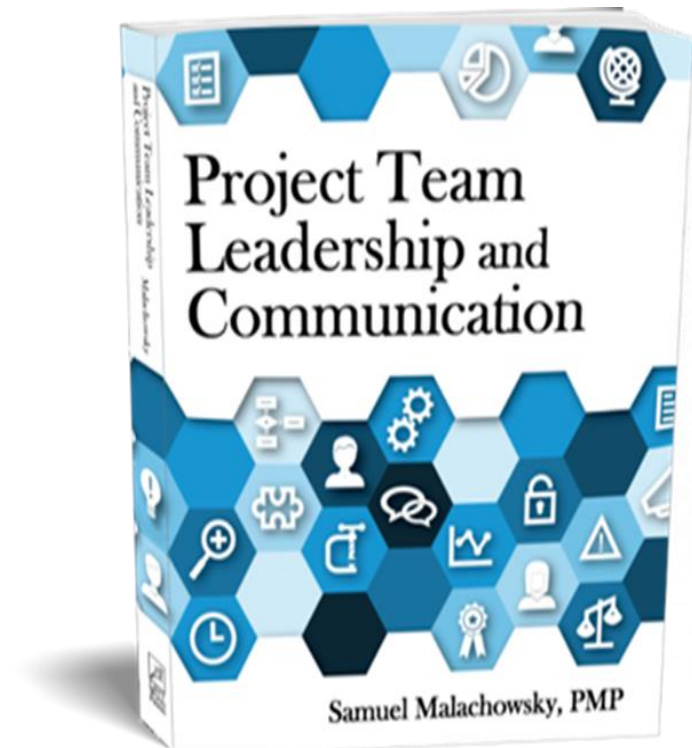
Learning Resources

Required Textbook:

Project Team Leadership and Communication by Samuel Malachowsky.

Essential References:

The main material and reference for each course will be the textbook mentioned in the course specifications. Lecture notes and slides are additional resources that are prepared by the professor



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Course Content

Course Unit	No.of. Weeks
Lecture 0 – Introduction and orientation to the course	Week 1
Lecture 1 – Introduction to project leadership	Week 2
Lecture 2 – Understanding Leadership	Week 3
Lecture 3 – Project fundamentals	Week 4
Lecture 4 – Prioritization: The core of project leadership	Week 5
Lecture 5 – Theories of leadership	Week 6
Lecture 6 – Motivation principles and theories	Week 7
Lecture 7 – Team structure and development	Week 8
Lecture 8 – Decision-making processes	Week 9
Lecture 9 – Communication and expectation management	Week 10
Lecture 10 – Best practices and pitfalls	Week 11

Introduction to project leadership

- What is a project?
- Leadership vs Management.
- Leader vs Manager.
- Impact of leadership on projects.
- Major project leadership skills.

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Course Content

Understanding leadership

- The Leader's Title.
- Leadership Styles.
- Influence.
- Matching Leadership with Culture.
- Who We Lead.

Course Content

Project fundamentals

- What is a Project?
- The Nature of a Project.
- The Project Environment.
- Values, Needs, and Process.
- Quality and the Project Triangle.
- Defining Project Outcomes: a Layered Approach.
- The Project's Early Stages.

Course Content

Prioritization: The core of project leadership

- Why is Prioritization So Essential?
- Estimation Methods.
- Estimates vs. Commitments.
- Accuracy and Precision.
- Project Scheduling.
- Project Tracking.
- Risk Management.

Course Content

Theories of leadership

- Understand different leadership theories.
- Types of leadership power (influence).
- Motivators.
- Culture.
- Professional Discipline and Ethics.

Course Content

Motivation Principles and theories

- Describe different types of motivators and give examples of each.
- Classify the motivators as extrinsic or intrinsic.
- Relate biases individuals may have towards or against individual motivators.

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Course Content

Team structure and development

- What Makes a Team Successful?
- Team Structure.
- Team Development.
- Needs and the Team.
- Building Trust.
- Managing Conflict.
- Achieving Commitment.
- Embracing Accountability.
- Focusing on Results

Course Content

Decision-making processes

- Decision-making and leadership.
- Importance of decision-making.
- Types of decision-making.
- Decision-making style.
- Stages of decision-making process/models.
- Decision-making from leaders' perspective.
- Decision-making skills.

Course Content

Communication and expectation management

- The Importance of Project Communication.
- Basic Communication Concepts.
- Push/Pull Communication: A Hybrid Approach.
- Communications within the Team: Meeting Success.
- Ethics in Communication.
- Communicating with Metrics and Reports.
- Stakeholder Expectation Management.

Course Content

Best practices and pitfalls to avoid

- Identify and discuss best practices in project management and leadership
- Discuss common team pitfalls, including how to prevent them from occurring.
- Process and Product Pitfalls:
 - Discuss common process and product pitfalls, including how to prevent them from occurring.
 - Identify causes and effects of main pitfalls in the context of the primary project phases.



Thank You