

Everyone's Smart University

Project (Spring 2021)

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PROJECT LEADERSHIP

Instructions:

- ☐ آخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- ☐ الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- ☐ يتم تسليم المشروع في صيغة ملف pdf مع الالتزام بنموذج الجامعة ولن تقبل أي مستندات أخرى.
- ☐ يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- ☐ يجب الالتزام بـ Theme موحد كما يلي:
 - حجم الخط 12.
 - نوع الخط Arial.
 - لون الخط أسود.
 - المسافة بين الأسطر 1.5 line spacing.
 - عدد صفحات البحث (لا تقل عن ثلاث صفحات ولا تزيد عن ستة صفحات).

Instructor's Name: **Dr. Sara Adel**

THE IMPACT OF LEADERSHIP SKILLS ON PROJECT SUCCESS IN **YOUR ORGANIZATION**: A CASE OF YOUR OWN.

Different leadership styles are the key factor in the success of any project. Project Leaders are responsible and accountable for the success/failure of the project. There are numerous responsibilities that are assigned to a Project Leader during the leadership journey.

YOUR MISSION:

Your research/project must provide an overview of information and knowledge in a corporate environment with an underlying theme of **defining leadership styles within applying the hard and soft skills** for that style needed by the leader to ensure successful project delivery in your organization. (You are required to demonstrate your understanding of the relevant body of works to real-life business research).

Choose one only of the following project leadership skills using the tools that we learned during the project leadership course; starting from identifying and assess the case till executing the project.

- Prioritization (Using tools for Estimation – Scheduling – Tracking – prioritizing stakeholders).
- Team management (Using Team structures – Team development stages – Team needs).
- Embracing Accountability (Using RASCI)
- Conflict resolution (Using the Thomas-Kilmann conflict mode instrument).
- Motivation (Using one theory of motivation – Types of motivators).
- Communication in the project.
- Influencing (Using different sources of LEADER POWER).

What you have to do:

Your project task requires the preparation of a full project proposal that should contain the following components:

- **Introduction:** A detailed statement of the problem, research aim, and objectives that you would like to investigate and discuss. **(2 points)**

- **Literature Review and Conceptual framework:** An analysis of the literature relevant to the research topic that will give you the conceptual basis for conducting your research from the previous studies. **(2 points)**
- **Methodology:** Based on the conceptual framework, research aim(s), and objectives, you need to provide a detailed description of the data collection tools, data sources. **(2 points)**
- **Results and Discussion:** Description about the main findings of a research, outline your thoughts to defend your research and to emphasize the significance of it. **(4 points)**
- **References:** Lists all the resources you've used in your project, and your refereed journal articles as well. **(2 points)**
- **Appendices (If it is available in your study):** Any supplementary material you need to add. (Optional)

[Write the names of the chapters/sections of your research/ project and briefly discuss what you will write in those chapters/sections] .

Best of luck...

Dr. Sara Adel

تأثير مهارات القيادة على نجاح المشروع في مؤسستك: حالة عملية خاصة بالطالب.

أساليب القيادة المختلفة هي العامل الرئيسي في نجاح أي مشروع. قادة المشروع مسؤولون عن نجاح / فشل المشروع. وهناك العديد من المسؤوليات الموكلة لقائد المشروع خلال رحلة القيادة.

مهمتك:

يجب أن يوفر بحثك لمحة عامة عن المعلومات والمعرفة في بيئة المؤسسة الخاصة بك وهي موضع الدراسة مع تحديد أنماط القيادة في إطار تطبيق المهارات الخاصة بالقائد والمناسبة لهذا النمط الذي يحتاجه القائد لضمان تسليم مشروع ناجح في المؤسسة. (أنت مطالب بإثبات فهمك لما تم دراسته وتطبيقه بالأبحاث الواقعية في مؤسستك).

اختر واحدة فقط من مهارات قيادة المشروع التالية باستخدام الأدوات التي تعلمناها خلال مقرر القيادة في المشاريع.

- Prioritization (Estimation – Scheduling – Tracking – prioritizing stakeholders).
- Team management (Team structures – Team development stages – Team needs).
- Embracing Accountability (RASCI)
- Conflict resolution (The Thomas-Kilmann conflict mode instrument).
- Motivation (Using one theory of motivation – Types of motivators).
- Communication in the project.
- Influencing (Using different source of power).

ما عليك القيام به:

تتطلب مهمة مشروعك إعداد مقترح مشروع كامل يجب أن يحتوي على المكونات التالية:

- مقدمة: بيان تفصيلي للمشكلة محل الدراسة، تحديد هدف البحث والأهداف التي ترغب في التحقيق فيها ومناقشتها من خلاله.
- دراسات علمية سابقة: تحليل الأدبيات والدراسات السابقة ذات الصلة بموضوع البحث والتي ستساعدك في مجال الدراسة لإجراء هذا البحث.
- المنهجية وطريقة البحث: بناءً على أهداف البحث، تحتاج إلى تقديم وصف تفصيلي لأساليب وأدوات جمع البيانات ومصادر البيانات والأساليب / الأدوات التي ستستخدمها.
- النتائج ووصف المناقشة حول النتائج الرئيسية للبحث: شرح مفصل للمشكلة محل الدراسة.
- المراجع: تسرد جميع المصادر التي استخدمتها في مشروعك، ومنها مقالات المجلات المحكمة أو المواقع المستخدمة للبحث.
- الملحقات (إذا كانت متوفرة في دراستك): أي مواد تكميلية تحتاج إلى إضافتها. (اختياري).

{اكتب أسماء فصول وأقسام (البحث / المشروع) الخاص بك، وناقش بإيجاز ما ستكتبه في كل قسم}.

كل التوفيق لكم جميعاً.....

Dr. Sara Adel

The Impact of Communication Skills on Project Management

Introduction

It is correctly said, that to manage a team to a successful outcome, a leader is a very important source. In any organization, a successful leader makes sure to guide their team members to achieve the desired goal. Leadership is a process in which an individual influences the thoughts and attitude of another individual or a group of individuals to a common goal that is to be achieved. In today's scenario, the sustainability of the organization depends on effective leadership.

As a leader, it becomes essential to manage the team for the organization's effective goal achievement. Leaders are responsible for providing the direction of work to the employees and make them work together to achieve the objectives. A leader should have a sense of responsibility and an unbiased attitude towards the team. As an individual skill, leadership is a skill to make strong decisions for the accomplishment of goals.

In the virtue of an organization, the leadership as the strait is important in an individual wherein the organization in the attainment of the vision of the work. A leader can influence the group for the achievement of the objectives (Gillard & Johansen, 2004). The performance of people greatly depends on the efficiency of a leader.

Leadership is the potential behavior that inspires others. It is also the capacity to influence is important in the realization of the goal. A leader is required to develop visions and motivation which is required for the members of the team to achieve the visions of the organization.

As per the organization is concerned, the organization follows the different types of styles to lead the team. as per the organizational context, the style followed the organization is democratic leadership (Hernández et al., 2019). In this type of leadership,

the leaders encourage the subordinates to participate in the decision-making for the work. This leadership trait is known to be the best way trait in the leadership styles. This type of leadership is known as the well see-through of the future.

With this, the leader makes the effective leaders for the future as they make the subordinates work with them and give them real-life practical ways in the subordinates becomes confident with the work. It is also known as a shared or participative type of leadership. In this type of leadership, creativity is rewarded. In his style, the leaders allow working on the ideas and their exchange is in free mode. The discussion is purely encouraged.

The democratic process focuses on group equality and the flow of ideas and communication which also offers control and guidance for the working folio by the team members (Meava, 2013). The leader is in charge to guide the members in case they face any problem. The researchers have also found that the democratic leadership style is known to be one of the most effective styles of leadership and is known to provide higher productivity with the better contribution of ideas and group members and also works on the increasing of group morale.

Literature Review

With the democratic type of leadership, there are certain characteristics of working as leadership in a democratic style. The characteristics of the leadership constraints work on the following characteristics.

In this style of leadership, the subordinates are encouraged to work more on participation in decision-making.

The group members are encouraged in sharing of there views and ideas, even if the last call for decision stays in the hands of the leader. This works as a motivation for the subordinates and they feel more included in work.

In the working of the leadership, the leader encourages creativity and the efforts are rewarded which works as a booster of morale.

It is also seen that the democratic leader is more motivated and includes honest views, intelligence, courage, creativity, and fairness. Strong leaders are inspired to trust and respect the followers and also respected by the followers.

The leaders work on sincere decisions and based on the morale and values in the organization (Muszyńska, 2016). Even the followers tend to feel inspired while working and being a contributor to work. Good leaders tend to seek the diverse in words and opinions but make their ideas and values worth it.

With working on the leadership stats, the organization has been on work with the free work while making the subordinates feel a part to every work-based for the decision.

As per the views of the researchers from Harvard, it is sited that the employees work to the best of their abilities and creativity when they are left up in an environment of free flow of viewing their thinking and ideas with managing of a comfortable relationship between the managers which proves to be impactful as there is a flow of ideas around and lots of the choices to selection with the best for completion of the goal.

Methodology

The working on the leadership style, in the organization was covered with a survey done with help of a questionnaire and on which the style of leadership was derived. The questionnaire contained some of the basic questions of multiple-choice in the worth of questions like the inclusion of basic decision making, involvement, status, etc. This helped in understanding the level of style of leadership was used at the level based on the job survey. The survey with the questionnaire is the most helpful as it helps give first-hand information and with the multiple questions, the employees do not feel burdened in completing the basic questionnaire.

Result and Discussion

The result of the survey indicated that how the leaders work with keeping the subordinates view with respect and their inclusion of the work status in the decision making.

With the review of the sheets seemed that the organization provenly work in the characteristics which shows the style of leadership followed by the place is democratic style of leadership where the employees are more encouraged in the views and making them involved and encourage the employee, which also increases the morale of the employees (Shakeri & Khalilzadeh, 2020). The practice also seems helpful in building future managerial positions which are also helping me keeping and retaining the employees and saving the cost of new recruitment. It is a proven study that in the case of skill-based and eager people for the work completed with dedication, the leadership style of democratic view is best suitable.

Description	Frequency	Method	Audience	Owner
Name of the communication	How often it will happen	Method of communication	Who will receive the communication	Who is responsible
Project team meeting	Daily	Meeting	Project team	Project manager
Stakeholder update	Monthly	Email newsletter	Stakeholders	Project manager
Board meeting	Every two weeks	Meeting	Project board	Project manager
Contribution to department newsletter	Quarterly	Section newsletter	Wider development	Project manager to deliver to department administration

Figure 1: Project Management Sample Schedule

With the style of leadership followed, in this the organizational hierarchy is maintained, the influence and ability of contribution to the decisions are widely distributed in different stages and departments. The right leader can get the views when to make decisions when to authorize, how to work on mediation, and the best of synthesizes the talent of the teammates. This also lets the employees work and think creatively and with the extent in the direction of the successful completion of the organizational goals with efficiency.

With the survey, it was proven well that the leadership style plays important role in the successful completion of the organizational goal. With the democratic style of leadership, the subordinates are highly active while working as the style where they are free to think creatively on the solutions and with successful completion the factor of rewards and appreciations are also based on completion of the task and also increasing the morale of the employees.

Efficient communication leads to the accomplishment of set goals and miscommunication can become the cause of failure. Implementation of project communication management has increased the success rate of companies remarkably. Detailed discussion on project communication management is mentioned below. The collection of procedures that makes sure that the right message has been sent, received, and understood by the right person is called project communication management. The importance of project communication management has been stressed a lot because it is one of the key aspects for the success of any project. It is given the utmost significance in the management of an organization. In an organization, a chain of command is being followed. Project communications management ensures that the information is exchanged properly through the chain. It is the responsibility of a project manager to ensure the proper flow of information. For that, he should hold certain skills. These skills will help in establishing effective communication and they are the base of project communication.

Process of Project Communication Management

Plan Communications Management: This is the first step of project communication management. In this step, different plans and strategies are developed by the managers along with their subordinates that helps in effective communication and bring one step closer to the target.

Manage Communications: In the second step, the main aim is to collect, create, manage, and lastly dispose of all types of information promptly. This step is performed to maintain an effortless and efficient flow of information from one department to another.

Monitor Communications: Monitoring communications is the final step of project communication management. These steps make sure that all the requirements, needs, and demands of the project are met. It also helps in optimizing the flow of information as per the communication management.

If a project manager learns and implements all the skills and follows the above-mentioned steps of project communication management appropriately all the projects of the company will be successful.

In the medical industry, several medical codes of ethics are there for medical practitioners or professionals has to follow with regard to their actions, conduct, and communications. However, these principles ensure that all the patients and medical professionals have their rights protected (Taleb et al., 2017). In the marketing industry, ethical communication could include revealing to their clients about their business marketing applications are not optimal, and that a cheaper vendor or a different form of marketing will yield better results. One should always be truthful and honest and open to what they speak with others because that will build good relationships among the group. Some people might get affected by the behavior but, the leader should be able to speak to them objectively.

It is imperative to ensure that one doesn't speak or communicate with the other person subjectively or show them biasedness. They should follow all the principles of ethical communication so that they make fewer mistakes when they are speaking or listening to someone (Zulch, 2014). It is effective communication that helps an organization to grow and achieve the desired goals and objectives in time. If the leader is not being able to communicate properly then it is time to change the leader because a leader has got some of the most important duties in the organization and he/she should be perfect when it comes to effective communication.

Conclusion

In the end, people have to keep in mind some points while you are speaking to a group of people or to an individual. If you can follow the ones from the above-given principles then automatically other things will follow. However, it is always the best choice or option to go for advanced training for effective communication to take place in an organization. In an organization or inside a large business company you have to talk to clients and customers daily and therefore your communication should be the most strong points for you.

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