

The Power of Project Leadership

– 7 keys to help you transform from project manager to project leader

The weekly project leadership review

In order to become an effective and successful project leader you must consistently ask questions – of yourself and others.

When you ask questions you open up and invite discovery. You become a leader who explores better ways of doing things and who encourages others to share their opinions.

Take time out on a weekly basis to **step away from your desk** and ask the below questions. Go to a park, take a walk or go to the canteen or a quiet meeting room.

Print this paper and take it with you. You won't be able to ask all questions at once, so take turns.

Part I – the situation

- What went really well this week – for the project and for me? How can I leverage that?
- What didn't go so well this week? How can I learn from that and how can I correct it?
- What is my feeling about the project? What does my gut tell me?
- What is not working optimally? What worries me? What does my customer keep complaining about?
- What would I do differently if I bet my own money on this?

Part II – the team

- How can I better motivate and utilise the strengths of my team members?
- Who do I need spend more time with?
- Who needs more support/guidance/praise/direction/challenge from me in order to excel?
- What can I do to inspire, empower and encourage the team more?
- Who can I start to delegate to, so that I free myself up and provide a stretch for that team member?

The Power of Project Leadership

– 7 keys to help you transform from project manager to project leader

Part III – personal performance

- What ultimately adds value to my client? Am I sufficiently focused on providing that value?
- How can I improve my relationship with my customer and get to know their business better?
- What is my unique contribution? How can I focus more on it?
- What are the 20% of actions that I do on a daily or weekly basis that contribute to 80% of my results? How can I amplify those 20%?
- How can I spend my time more proactively?
- Which bad decisions have I made that need to be reverted?
- Which important tasks and activities have I been putting off or procrastinating on?

Part IV – questions for the team

- What are we not seeing that is new or different?
- What is working really well for other teams and industries that we can replicate?
- What have we not yet invested in?
- How can we stay updated with changes in the market and in our industry?
- How do we get better at learning from experience?
- What if we could make things more simple and affordable?
- What if we could fulfill some of our customers' needs that they aren't yet aware of?
- What if we were the best team in this organization or in our industry?

The Power of Project Leadership

– 7 keys to help you transform from project manager to project leader

Actions

I have gained the following insights from this review:

I will take the following actions based on this review (be specific and include a date):

To implement my actions I will need help from these people: