Interview Questions

for Project Managers, Team Leaders and Administrative Support

A tool for working with your sponsor

A Healthy Systems How-To Guide
Supplement

by Sara S. Grigsby

Interview Questions for Project Managers,Team Leaders and Administrative Support
a Healthy Systems How To Supplement 2005

Healthy Systems ebooks provide readers with practical information and tools, focusing on organizational development. We welcome your feedback. info@healthysystems.net.
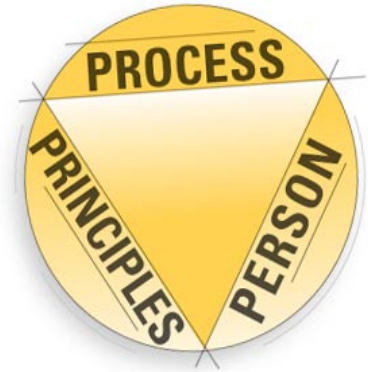
Healthy Systems How-To Guide Series

Healthy Systems How-To Guides focus on organization development topics such as meeting facilitation, project management and organizational change.

Each topic is presented as a Series of three stand-alone Guides —

• Process and Tools

• Principles and Mental Models

• Personal Skills and Practices

Additional Supplements such as this are published from time to time on special challenges associated with the Series.

You may start with any of the three Guides — Process, Principles or Person. All three Guides are filled with practical information, tools and illustrations. Together they form a framework of understanding and practice.

Interview Questions for Project Managers, Team Leaders and Administrative Support

A tool for working with your manager or sponsor

This is a useful tool for project leaders and new teams as they seek to clarify the expectations of others and the purpose of their work. This tool is best used as an interview tool with project sponsors but it can also be used to interact with project stakeholders or "key players". Use it during the DEFINE phase of your project and in the creation of your Charter or other foundation documents.

To start, set up a meeting with your sponsor (or boss) to discuss expectations for the project. Cover each aspect of the project. Use the questions listed below to guide your discussion. As the project continues, you may need to hold follow up meetings with the project sponsor to share dynamics and new information that may shift the expectations of your sponsor and perhaps your project definition.

1.   What do you see as the overall purpose of this project?

2.   How does it fit into other initiatives and goals of our organization?

3.   What is your vision for this project?

4.   What will success look like?

5.   Why are you interested in and sponsoring this project/team/event?

6.   What risks or challenges should we be aware of as we begin working on this project?

7.   Does everyone support this project? If not, what are the opposing viewpoints?

8.   In terms of timeline, where would you hope we would be on the project and by when?

9.   What do you see as my role? What do you expect of me in this role?

10.   What can I count on you for? What support will you provide? (time, people, equipment, money, etc)

11.   What kinds of decisions do you expect us to make on our own and what decisions should we bring to you?

12.   How would you like us to keep you informed?

13.   When we/I have a need for support, how should we communicate them to you?

14.   What other boundaries will be important for us to remember?

15.   How shall we work together to establish measurable goals? Do you have measurements and targets that must be met?

16.   How would you like us to report project results?

17.   Are there other stakeholders for this project/team/event?

18.   Is there anything else that we need to cover?

19.   So, what do you see as our/my next steps?

Other Healthy Systems How-To Guides

You have completed a Healthy Systems How-To Guide Supplement. Each How-To Guide and Series fits into our leadership and management model illustrated on this page. The table below provides a sampling of the topics covered in other Healthy Systems products.

Content	Process - steps	Principles - guidance	Person - roles
Identity and Direction	Strategic purposing and planning	If you don't know where you are going, any road will do. Identity is self-organizing.	Executive Leadership Leaders at all levels Management
Process Design	Redesign and improvement	Processes are designed to serve the goals and strategies of the organization.	Operations Managers Quality Improvement Teams Organization Development
Project Management	Defining to implementing	Cross boundaries judiciously	Project Managers Teams Administration Support
Meetings	Start up to wrap up	First Understanding and then agreement Go Slow to Go Fast	Facilitators Teams Project Managers
Relationships and Teams	Communication, collaboration and conflict resolution	Relationships are the most personal and meaningful way to practice integration and alignment. Focus on Interests, Not Positions	Human Resources All people, all positions
Culture	Aligning through story telling, surfacing assumptions, problem solving and celebrating	Surface assumptions Define Values Create heroes that define your ideal culture.	Organization Development Human Resources Social Networks All people, all positions
Corporate Wellness	Including a human resource goal in your strategic plan.	There is a reciprocal relationship between the health of the organization and the well being of the people who work there.	All people, all positions
Design and Change	Involving, designing, redesigning, diffusing	Principles of All Systems: Everything is interconnected. Structure dictates functioning. Systems resist change. Lasting change takes time.	Organization Development, Leaders at all levels Managers
Healthy Organization	Integrating all the processes above. Creating a Balanced Scorecard for the health of your organization	Focus on flow, integration and alignment. Release tensions and bottlenecks.	Organization Development Leaders at all levels Managers Social Networks

About Healthy Systems

Healthy Systems is a management consulting firm that aligns and integrates the people, processes and strategic directions of an organization—for the health of the organization and the well-being of its employees.

We train and coach organizations in the dynamics of complex systems and in the skills, tools and strategies for creating and sustaining a vital and balanced workplace.

Healthy Systems works in collaboration with organization development and training specialists to meet your specific and customized needs.

Healthy Systems provides consulting and customized training for organizational effectiveness, focusing on methods to create and sustain vitality and relevance in meetings, projects, processes, planning and interpersonal relationships.

About Sara Grigsby

Sara Grigsby has worked professionally as an organizational development consultant, trainer and facilitator since 1985, providing project-based management, coaching, training and event facilitation services to a variety of corporate, public agency and health care clients.
Sara is the founder of Healthy Systems and its lead consultant.

She has been writing about Organization Development and creating tools to help others create healthy systems since 1995. Her CV is available online: http://healthysystems.net/htmls/about/sara.html

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