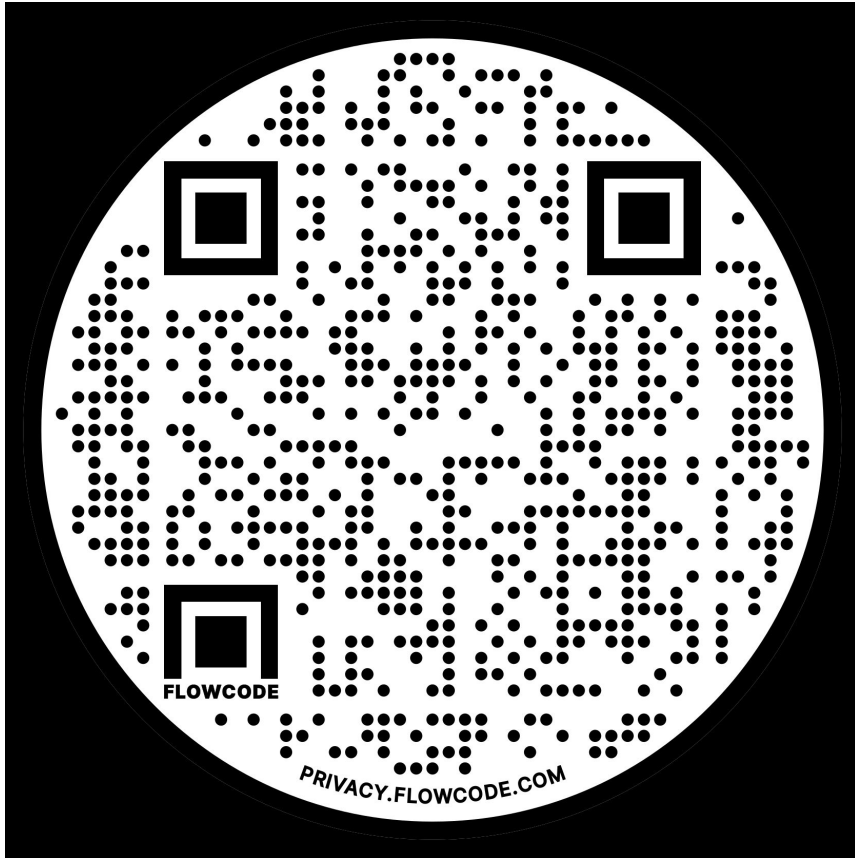# INF 151: People Management

Week 7: Thursday

Today's Agenda

Announcements:

- A7 Assignment 7 (Due 11/17)

Today:

- Final Project Overview
- People Management/Resource Management...cont'd.

TEAM V18ES

Would you be able to share my group's survey about work-life balance at UCI today in class? Its 11 multiple-choice questions and takes less than 3 minutes to fill out

Final Project

Final Project

A few date changes…

Team Presentation Peer Review:

➔ Originally due 12/2, now 12/7

Final Presentation

➔ Originally due 12/2, now 12/1 at **3:00 pm**

Final Report

➔ Originally due 12/1, now 12/2

Final Project

Team Final Presentations

Teams will present their projects and record them in a video. Submit the link through Canvas

Record your presentation with Zoom. Configure so that all members are visible on screen, camera on. Be sure to enable live transcripts.

All team members **must participate**

Presentation should be a maximum of **6 minutes**. If you go over, we will not watch it (and you may lose points for missing content)!

Final Project

Team Final Presentations

Presentation Content:

- Prepare an opening. Briefly introduce project and team members
- Provide an overview of where you are in the project
- Discuss challenges
- Discuss lessons learned
- Wrap up

Final Project

Team Final Presentations

Typical Slide Deck:

Slide 1: Team name, member names

Slide 2: Introduction to project

- Why is it important
- What is your motivation for it

Slide 3-5: Describe your project

Slide 6: What challenges did your team have? How did you solve them?

Slide 7: Lessons learned

Slide 8: Closing slide, thank you, etc.

Final Project

Team Final Presentations

Grading Rubric

Presentation

➔ Clarity/coherence of presentation
  ◆ Is everything explained clearly?
➔ Coordination
  ◆ How well is the team coordinated in presenting?
➔ Enthusiasm and participation
  ◆ Did everyone participate?
  ◆ Was everyone engaged and energetic?
➔ Slide quality
  ◆ Are the slides visually interesting?
  ◆ Is content clear, readable, understandable?

Final Project

Team Final Presentations

Grading Rubric

Project Substance

➔ Motivation
  ◆ Is the motivation for the project convincing?
  ◆ Does the team convince the audience that the project is worthwhile?
➔ **Project results**
  ◆ What is the quality of the project results?
  ◆ How much work was put into the project?
➔ Identification of challenges
  ◆ Do the challenges relate or connect with the course content?
➔ Quality of lessons learned
  ◆ Does the team draw material from class (tools/techniques of pm) to come up with lessons learned?

Final Project

Team Final Presentations

Some Tips for Presenting

Style

Know your audience. Identify what is in it for them and be sure to communicate it

Aid audience comprehension. State things simply and concretely, use graphics where possible, focus on key points

Make it readable! Use appropriate fonts and font size, good contrast, clear graphics. Limit distractions like animations, clip art, and overcrowded slides

Apply good signposting. Communicate to your audience where you are and where you are going

Final Project

Team Final Presentations

Some Tips for Presenting

Delivery

Know your style; play to your strengths

Avoid reading words excessively

Involve your whole body (more of a live thing)

Know your talk

Choreograph hand-offs with co-presenters

Practice! Don't just record in one take…(make a practice recording and rewatch)

Final Project

Team Final Presentations

Some Tips for Presenting

Delivery

➔ Speak clearly, articulate, explain
➔ Show high energy *and* excitement about your work

Watch videos of other talks (e.g., TED) and identify what works and what does not. Adapt.

Everyone must participate!

Communicate as a team

● Use "we" not "I"
● Be creative, you don't *have* to just take turns.

Final Project

Team Final Project Reports

Overview

➔ **Maximum of 8** pages, single spaced.
➔ Describe the work you did in your projects
➔ Must contain to major sections:
  1. Project Content
  2. Team Process

Final Project

Team Final Project Reports

Project Content

Overview of Project Content

1. Motivation
2. Description of the project
   a. Explain the work
   b. Describe final outcome
   c. Use graphics as needed
3. Assessment of the project
   a. What worked? What didn't?
4. Stakeholders
   a. Who were they? How did you manage them?
5. Challenges with carrying out the project

Final Project

Team Final Project Reports

Team Process

Overview of Team Process

1. Describe how you transitioned through the team phases
2. Describe how you managed communication
3. Scope statement: Describe how well you were able to follow it
4. Gantt chart and schedule: Describe how well you were able to follow it
5. Team relations (conflict, motivation, resolution)
6. Challenges with team process
7. Lessons learned (e.g., Schwalbe chp. 4 ~180-183)

People Management
Resource Management

Human Resources

United States ranks number 1 in productivity when calculating GDP per worker

United States is not number 1 when we calculate GDP per hours worked

Human Resources

United States ranks number 1 in productivity when calculating GDP per worker

United States is not number 1 when we calculate GDP per hours worked

Twice as many Americans than Europeans work more than 48 hours/week

Human Resources

United States ranks number 1 in productivity when calculating GDP per worker

United States is not number 1 when we calculate GDP per hours worked

Europeans average 6-7 weeks of paid leave. US average after 5 years is 15 days

Let Us Quiz

https://api.socrative.com/rc/**tsEjN7**

Fortune Magazine Best Companies to Work for in 2021

1. Cisco
2. Salesforce
3. Hilton
4. Wegman's Food Markets
5. Rocket Companies
6. UKG
7. Texas Health Resources
8. Camden Property Trust
9. Capital One Financial
10. American Express

Fortune Magazine Best Companies to Work for in 2021

3. Hilton

Offers:

Upscale employee spaces, free cafeterias, lounges, massage chairs

Training programs…free to earn GED, workshops, and more

Job sharing, childcare, fully paid sabbaticals

On-site medical care

Fortune Magazine Best Companies to Work for in 2021

2. Salesforce

Offers:

Health and wellness programs

Mindfulness zones

On-site gym, childcare

Promotes diversity

Fortune Magazine Best Companies to Work for in 2021

6. UKG

Offers:

During COVID:

- Allowed unlimited time off
- Ran virtual summer camp for children of employees
- Expanded benefits

Fortune Magazine Best Companies to Work for in 2021

10. American Express

Offers:

CEO pledged not to lay off anyone during COVID

Full pay to those who could not work

Have achieved 100% pay equity across race and gender

Or

Surroundings Matter

Or

Surroundings Matter

Or

Surroundings = Attitude

Resource Management

Resource management is about managing people and ensuring that they do what they are hired to do.

From the perspective of a project manager:

➔ Define roles, responsibilities, and reporting rules
➔ Acquire personnel, assign to above
➔ **But also**...develop team skills, foster growth, and mentorship
➔ Track performance, **motivation**, feedback, and conflict resolution

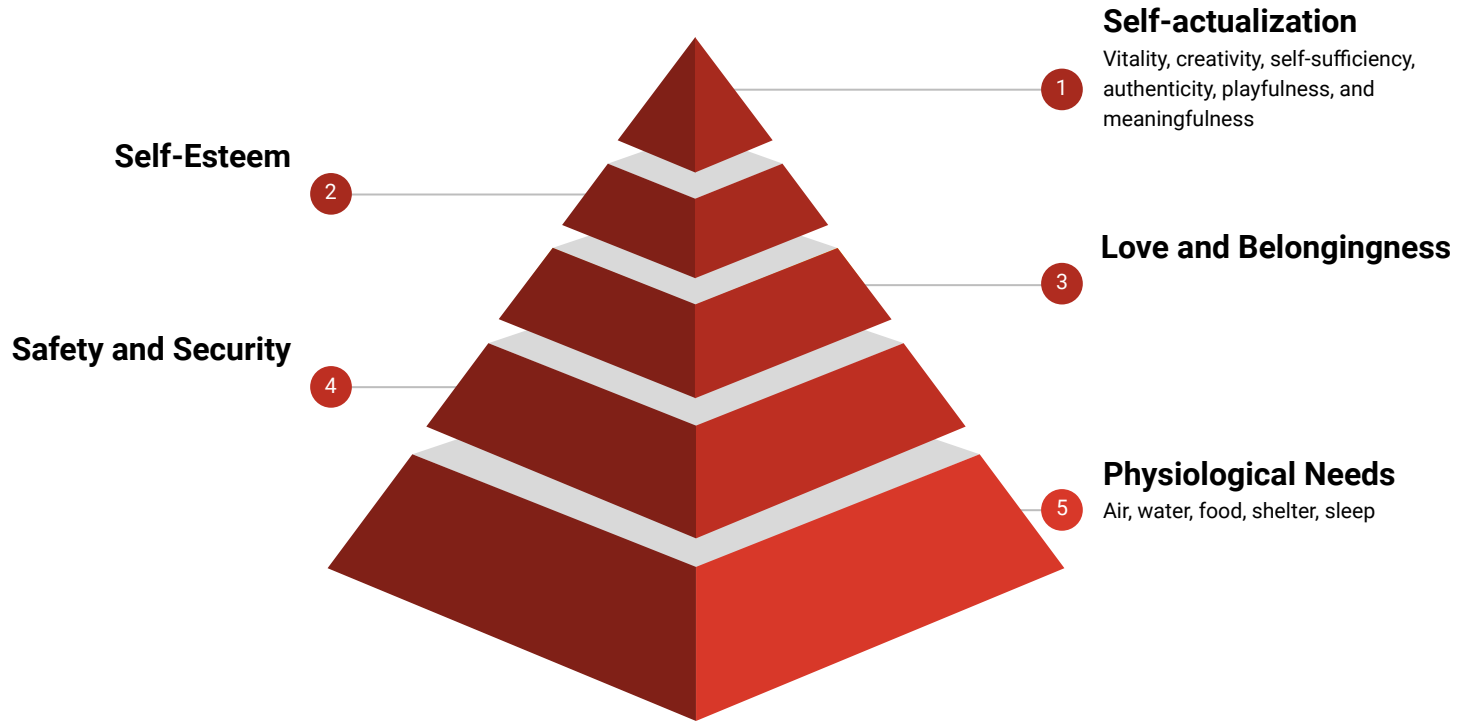Human Resource Management -> Human Resource Plan

Let Us Quiz

Motivation

Intrinsic motivation = people do things for their own enjoyment

Extrinsic motivation = people do things to avoid a penalty or for reward

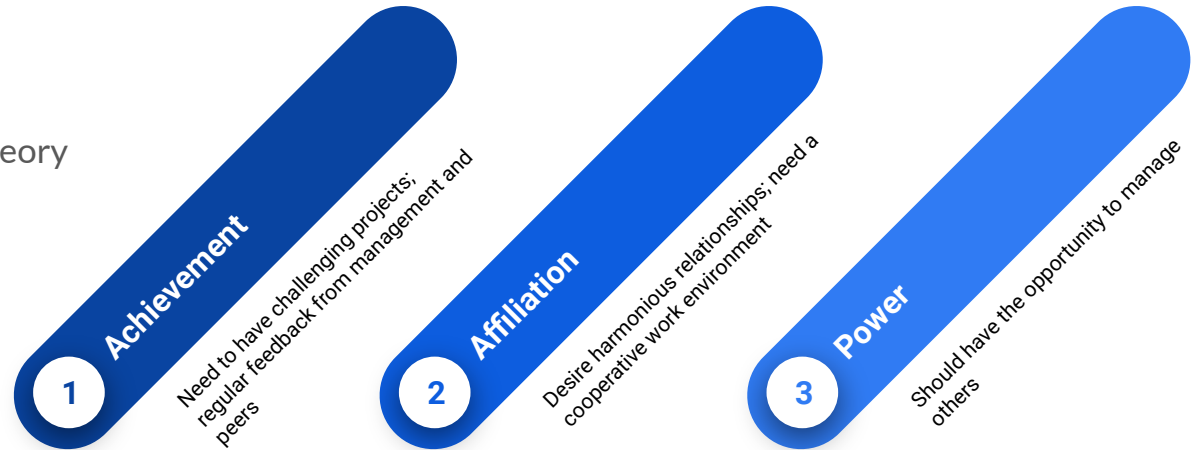## As a manager, what can you do to motivate people?

There ARE some theories...

Maslow's Hierarchy of Needs

Motivation

McClelland's Acquired Needs Theory

1 **Achievement**
Need to have challenging projects; regular feedback from management and peers

2 **Affiliation**
Desire harmonious relationships; need a cooperative work environment

3 **Power**
Should have the opportunity to manage others

Motivation

McGregor's Theory X and Theory Y

Theory X

- Assumes workers dislike work
- Requires coercion, threats, and control

Theory Y

- Assumes workers consider work natural
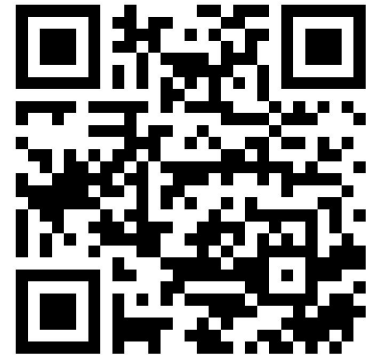- Self-esteem and self-actualization

Theory Z

- Emphasizes trust, quality, collective decision making and cultural values

Motivation

Thamhain and Wilemon's 9 influences

Motivation

Generally…data consistently showed…

Projects are more likely to fail if project managers rely on **authority**, **money**, or **penalty**

Whereas

Projects were more likely to succeed if project managers relied on work **challenges** and **expertise**

Resource Management

Some Techniques

- Observe and communicate (listen)
- Performance appraisals
- Conflict management
- Issue logs
- Develop strong interpersonal skills

Next Class

Tuesday 11/15

More Resource Management

- Readings will be posted to the course website on Friday. Please read!

Group Time