

Questions for Project Managers to Ask Themselves

Project managers should ask these questions before scheduling and facilitating any team meeting.

What is the reason for having this meeting?

What do I want to achieve with this meeting?

If participants leave the meeting with only one essential takeaway, what should that be?

What are the goals of the other meeting participants?

How long does the meeting need to be to achieve these goals?

Do I need help? If so, who can help me in my endeavors?

Questions for Individual Team Members

Project managers should ask these questions during one-on-one meetings with each team member at the beginning of new projects, midway through initiatives lasting longer than one year, and when acute team issues occur.

What are your needs from me as the project or team manager?

What are your expectations for working on this team or project?

What kinds of professional activities bring you the most joy?

What is your preferred communication and feedback approach?

What are your professional or career goals?

What else do we need to discuss now?



Questions for the Entire Team

Project managers should ask these questions during the first team meeting for any new project.

What is the problem we're trying to solve?

What team principles should we follow?

When is the best time to share concerns or risks with the team?

How should we tackle project emergencies as a team?

What is important when it comes to working together that we have not addressed?



Questions for Clients or Senior Stakeholders

Project managers should ask these questions during a check-in meeting with clients or senior stakeholders at the beginning of any new project.

How does this project align with the organization's goals and mission?

What does success look like for you?

What would happen if we did not pursue the planned project?

From your perspective, what are the major risks the project is facing?

What are your expectations from the team?

What are your expectations from me as a project or team manager?

How would you prefer to be kept in the loop, in terms of communication channels and frequency?

