**Template 1: Motivation - Ask your project participants about the following** 

|  |  |  |  |
| --- | --- | --- | --- |
| **Project participant** | **What creates meaning to him/her?** | **What responsibility can or will he/she take?** | **What are their development areas?** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |

Complete for example an interview with each project participant, where you tell about the project and your expectations. During this conversation, you also ask the project participant to tell about his / her background, experiences, wishes and expectations. You ask questions like the above.

**Template 2: Health check of motivation** 

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| --- | --- | --- | --- | --- |
| **Project participant** | **Does the participant experience meaning in the project?** | **Does he or she have the desired responsibility?** | **Does the project participant experience the desired development?** | **Possible dissatisfaction or reduced motivation** |
| Motivation score total: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: |
| Motivation score total: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: |
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| Motivation score total: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: | Motivation score:  Mitigating measures: |

Record all project participants and mark with a score from 1 to 3 how motivated the individual is perceived in the left column. **3:** Motivated and enterprising. **2:** Does their job and deliver what he or she is being asked to. **1:** Lack of interest and commitment. Then review the individual project participant from left to right and assess in which column the motivation challenge is greatest. **Score A:** No problems, **B:** Problematic, **C:** Extensive problems. Which initiatives will you as project manager initiate where you have score C or B? Then take a conversation with the individual participants and implement your actions.