

Unit 18 – professionalism and ethics



Unit 18 - Learning Objectives

To gain an understanding of the following:

- What professionalism and ethics are in a project context

Overview

According to the PMI:

"Honesty, responsibility, respect and fairness are the values that drive ethical conduct for the project management profession," according to the Project Management Institute (PMI). PMPs are held to a code of ethics (PDF) to ensure decisions and actions are always honourable and in the best interest of stakeholders.

For the project professional:

- this means they have a responsibility to hold themselves accountable for their own successful or failed decisions and actions, as well as any repercussions.
- It means being respectful and demonstrating a high regard for oneself, others, and any resources entrusted with.
- It means fostering excellence through mutual respect, trust, confidence, cooperation, and diversity.
- It means the views of others are encouraged and valued.
- It means practicing fairness at all times, making decisions, and remaining impartial and objective. Behaviour must be free from self-interest and self-gain, prejudice, or favouritism.
- It means demonstrating honesty through words and conduct at all times.

Professional and social responsibility is often broken down into the following categories:

- Responsibility
- Respect
- Fairness
- Honesty

Responsibility includes:

- Maintaining confidentiality
- Complying with laws and regulations
- Acting in ways that are consistent with policies and procedures.
- Making decisions and conducting themselves with actions that take ownership of decisions.

Respect includes:

- Treating yourself, and others, with dignity
- Promoting diversity and mutual sharing of ideas
- Showing respect to others even in situations when it is not received in return
- Facing conflict directly in the face and not running from it

Fairness includes:

- Making decisions objectively in a non-abusive, and non-discriminatory manner
- Demonstrating transparency, or clear and open communication, in the decision-making process
- Promoting trust
- Examples of project management transparency include:

- Status reports
- Clear meeting minutes

Honesty includes:

- Conducting yourself with truthful behaviour in verbal and written communications
- Examples include:
 - Providing accurate information
 - Making commitments with the intent of meeting them
 - Having courageous conversations about negative information when it may not be received well.
 - Avoid blaming others, base decisions on information that is reliable and accurate, and avoid taking credit for a job well done when others were responsible for the achievement.

Other considerations:

- Having project experience and feeling equipped to deliver what's required
- Believing the project schedule is achievable
- Having the authority necessary to fulfil your responsibilities
- Believing that financial decisions are the optimum for your and the client
- Understanding and taking into account your stakeholders needs including communication
- Understanding the true cost of ownership by full lifecycle costing, from sourcing materials to disposal
- Dealing fairly, openly and honestly during the project
- Taking responsibility for your work and not blaming others
- Understanding and complying with legislation and regulations
- Raising concerns and doing the right thing under pressure

Learning Objectives

You should now have an understanding of the following:

- What professionalism and ethics are in a project context