

PROJECT MANAGER ROLES AND RESPONSIBILITIES

Good project managers are people with an excellent entrepreneurial mindset. This allows them to think about a project beyond the basic skill set needed to manage it, and it is the project manager's job to direct teams and team members to the finish line.

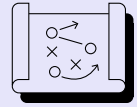
Activity and resource planning

- Define the project's scope
- Determine available resources
- Realistically set time estimates
- Evaluate the team's capabilities
- Create a clear and concise plan
- Execute the project
- Monitor a project's progress



Organizing and motivating a project team

- Put the team front and center
- Develop clear, straightforward plans
- Stimulate teams to reach their full potential
- Cut down on bureaucracy
- Steer their teams down a clear path to the final goal
- Don't get the team bogged down with elaborate spreadsheets, long checklists, and whiteboards



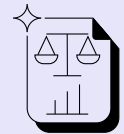
Controlling time management

- Set realistic deadlines
- Define activity
- Sequence activity
- Estimate the duration of activity
- Develop a schedule
- Maintain a schedule



Cost estimating and developing the budget

- Frequently review the budget
- Plan ahead to avoid massive budget overruns
- Keep a project within its set budget



Analyzing and managing project risk

- Identify and evaluate potential risks before the project begins
- Avoid risks or at least minimize their impact



Monitoring progress

- Monitor and analyze both expenditures and team performance
- Efficiently take corrective measures



Managing reports and necessary documentation

- Present comprehensive reports
- Document fulfilled project requirements
- Document projects' history
- Report what was done, who was involved, and what could be done better in the future



Ensuring customer satisfaction

- Minimize uncertainty
- Avoid any unwanted surprises
- Involve their clients in the project
- Maintain effective communication
- Keep the company's clients up-to-date

