



WHAT IS A PROJECT MANAGER?

1. What is the purpose of a Project Manager?

- a. The purpose of a PM is to foresee or predict as many dangers and problems as possible; and to plan, organize and control activities so that the project is completed as successfully as possible in spite of the risks.

2. What does a Project Manager do?

- a. Essentially the PM has the overall responsibility for the success or failure of a project through the initiation, planning, design, execution, monitoring, controlling and closure of a project.
- b. As the PM your job is to plan, budget, oversee and document all aspects of the specific project/s you are working on. PM's will work closely with upper management to make sure that the scope and direction of each project is on schedule, as well as other departments for support.

3. Why is leadership important for Project Managers?

- a. Leading a project towards success requires the manager to get the work done by the team members efficiently and effectively. It requires the person to have a clear vision, clarity in reason, practical in scheduling and the ability to attract a talented and efficient team.

4. Can anyone be a Project Manager?

- a. Theoretically anyone can become a project manager. Many project managers are promoted from within a team based on subject matter experience. But this does not automatically mean everyone is a good project manager.

5. What are some qualities of a great Project Manager?

- a. Commands authority naturally
- b. Possess quick sifting abilities, knowing what to note and what to ignore
- c. Sets, observes and re-evaluates project priorities frequently
- d. Does not use information as a weapon or means of control
- e. Possess leadership skills
- f. Great problem solver, thinks outside of the box
- g. Good decision maker
- h. Motivational to others/inspires a shared idea or vision
- i. Scheduling/time management skills

- j. Organizational awareness
- k. Negotiation skills
- l. Cost control/risk management
- m. Critical thinking
- n. Technical expertise
- o. Prioritizes responsibilities
- p. Integrity and owns responsibility
- q. Team builder
- r. Pro-active, not re-active
- s. Focuses on the big picture
- t. Documents everything
- u. Ability to control and manage stress
- v. Detail oriented
- w. Interpersonal skills
- x. Listens to others opinion and thoughts
- y. Expert in task delegation
- z. Empathetic

6. What are the expectations of a Project Manager?

- a. Ability to listen and learn without distress
- b. Provides customer service without losses
- c. Dedication
- d. Being a team player
- e. Act the role, don't be cocky
- f. Dress and act appropriately
- g. Be confident, not arrogant
- h. Demand respect and authority
- i. Communicate effectively
- j. Trains others to succeed
- k. Earns the trust of others
- l. Can receive criticism without dismay
- m. Offers constructive criticism
- n. Learns to fail and not take it personally
- o. Constantly monitors all communication
- p. Does what it takes when necessary without excuses
- q. Manages stress
- r. Maintains organization
- s. Pays attention to details
- t. Is always versatile
- u. Has the overall company's performance in mind at all times
- v. Blindly follows without reason
- w. Has a do it now attitude rather than a do it later mentality