



**Date: 10/06/2025**

**Lab Practical #01:**

Research and list the core responsibilities of a project manager. Draw a mind map for it.

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**Description:**

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**Project Planning:**

- Define project scope, goals, and deliverables.
- Create timelines and allocate resources.
- Plan for i18n tasks like Unicode and locale support.

**Team Coordination:**

- Assign tasks to developers and localization specialists.
- Facilitate cross-functional and global team collaboration.

**Stakeholder Communication:**

- Provide regular project updates to clients and executives.
- Gather and align requirements for global markets.

**Risk Management:**

- Identify and mitigate risks like text overflow in i18n.
- Monitor risks using tools like risk registers.

**Budget and Resource Management:**

- Track costs for development and localization services.
- Optimize resource allocation for efficiency.

**Quality Assurance:**

- Oversee testing for functionality and i18n compliance.
- Ensure deliverables meet quality and cultural standards.

**Agile/Scrum Facilitation:**

- Lead sprint planning and daily stand-ups.
- Include i18n tasks in Agile workflows.

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### Documentation:

- Maintain project plans and i18n guidelines.
- Create handover documents for project closure.

### Communication:

- Convey updates clearly across global teams.
- Adapt communication for cultural and linguistic needs.

### Problem-Solving:

- Address issues like incorrect locale rendering.
- Use root cause analysis to resolve blockers.

### Time Management:

- Prioritize tasks to meet project deadlines.
- Include buffers for localization testing delays.

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Image:

