**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.

**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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