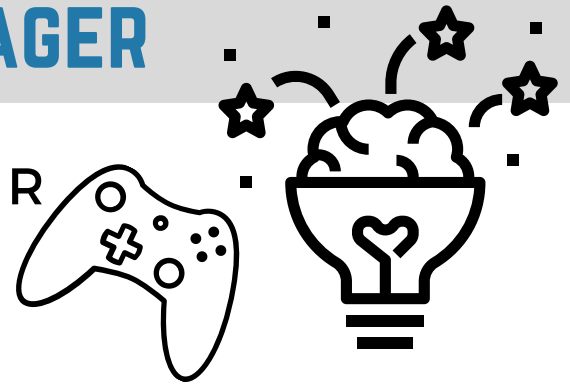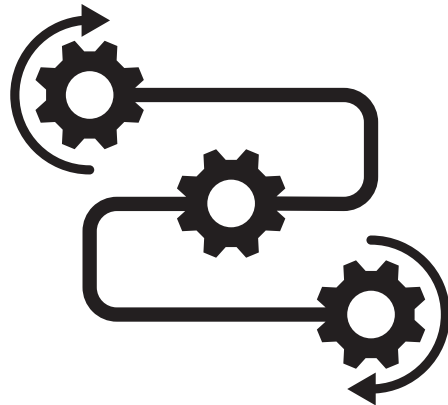# Project Manager

WHAT IS A PROJECT MANAGER

WHO'S ON FIRST?! THE PROJECT MANAGER KEEPS THINGS MOVING. THEY ARTICLATE WHAT QA IS TO DO, AS WELL AS THE REST OF THE TEAM TO MAKE SURE EVERYTHING IS UP TO DATE AND GOING FORWARD AT THE SPEED NEEDED.

🔍 **Useful Resources for Project Managers**   ✕

VIRTUAL

- DISCORD
- KANBAN BOARD
- MICROSOFT TEAMS

PHYSICAL

- BIZZELL GROUP STUDY ROOM RESERVATIONS

LEVEL-UP LEAGUE SESSIONS

IN-PERSON
WEDNESDAYS @ 3:30
BIZZELL LL118

ONLINE
TUESDAYS @ 3 | REGISTER AT
LIBCAL.OU.EDU FOR LINK

Project Manager: Weekly Goals

You and your team have deadlines to meet.
The weekly goals are to help you make sure you're running a tight ship.

Check-in with a University Libraries Staff member at each Level-Up League weekly session to get points for goals you've hit!

Weekly Goals	...passable (1 point)	Adequate (3 points)	Impressive (5 points)	CHAMP! (10 points; there can be only one!)
Week 1: Decide on touchdown for the team (where do people talk to each other)				
Week 2: Show what you're using to track what needs to be done				
Week 3: Document communication methods between team roles				
Week 4: You're in charge of Team Show and Tell				
Week 5: You're in charge of Team Show and Tell				
Week 6: You're in charge of Team Show and Tell				
Week 7: You're in charge of Team Show and Tell				
Week 8: You're in charge of Team Show and Tell				
Week 9: You're in charge of Team Show and Tell				
Week 10: You're in charge of Team Show and Tell				
Week 11: You're in charge of Team Show and Tell				
Week 12: Show the app and distribute				