🧩 Project Manager – Role Overview

The **Project Manager** is responsible for planning, executing, and delivering IT projects on time, within budget, and in line with business objectives. This role bridges clients, developers, designers, and stakeholders to ensure smooth workflow and successful outcomes.

Responsibilities		
S. N.	**Responsibility**	**Details**
1.	Project Planning	Define project scope, objectives, deliverables, timelines, and resources. Create detailed project plans using tools like Jira, Trello, or Asana.
2.	Team Coordination	Assign tasks, set priorities, and facilitate communication between developers, designers, marketers, and QA teams.
3.	Client Communication	Serve as the main point of contact for clients. Understand requirements, provide updates, and manage expectations.
4.	Timeline & Budget Management	Ensure projects are delivered on schedule and within the allocated budget. Track progress and control costs.
5.	Risk Management	Identify risks early, assess impact, and develop mitigation strategies.
6.	Quality Assurance Oversight	Coordinate with QA teams to ensure testing and bug fixing meet project standards.
7.	Progress Monitoring & Reporting	Monitor KPIs, prepare regular reports for stakeholders, and conduct project review meetings.
8.	Process Improvement	Evaluate completed projects to identify lessons learned and improve future workflows.

Collaboration Map Summary		
S. N.	**Responsibility**	**Details**
1.	Planning & Requirements	Product Manager, Business Analyst, Clients
2.	Resource & Timeline Management	Tech Leads, HR, Finance
3.	Execution	Developers, Designers, QA
4.	Communication & Reporting	Stakeholders, Executives, Support
5.	Risk & Quality Control	DevOps, Security Team

Collaboration Map Details			
S.N.	**Collaborates With**	**Collaborates For**	**Why**
1.	Product Manager	Project Planning & Requirement Alignment	To understand the product vision, feature priorities, and detailed requirements.
2.	Business Analyst	Project Planning & Requirement Alignment	To refine and clarify project scope, technical requirements, and dependencies.
3.	Clients / Stakeholders	Project Planning & Requirement Alignment	To gather expectations, confirm deliverables, and align on timelines and success criteria.
		Communication & Reporting	To provide project updates, demo milestones, manage changes, and build trust.
4.	Department Heads / Tech Leads	Resource & Timeline Management	To assign appropriate team members, confirm resource availability, and identify constraints.
5.	HR / Operations	Resource & Timeline Management	To address staffing needs or capacity gaps, especially if additional hires or freelancers are required.
6.	Finance / Admin	Resource & Timeline Management	To manage project budgeting, invoicing, and contract-related matters.

7.	Developers (Frontend, Backend, Mobile)	Execution & Daily Coordination	To track progress, unblock issues, manage sprint execution, and adjust priorities.
8.	UI/UX Designers	Execution & Daily Coordination	To ensure timely delivery of design assets aligned with development timelines.
9.	QA Engineers / Testers	Execution & Daily Coordination	To coordinate testing schedules, bug tracking, and UAT (User Acceptance Testing).
10.	Internal Management / Executives	Communication & Reporting	To report KPIs, risks, project health, and align with overall business goals.
11.	Customer Support / Implementation Teams	Communication & Reporting	To ensure successful handoff after project completion or launch.
12.	DevOps / Infrastructure Team	Risk & Quality Management	To ensure deployment readiness, server configurations, or CI/CD alignment.
13.	Security / Compliance Team (if any)	Risk & Quality Management	To ensure adherence to security standards and data compliance regulations.

Work Areas / Tools Used

S. N.	Area	Examples
1.	Project Management Tools	Jira, Trello, Asana, ClickUp, Monday.com
2.	Communication Tools	Slack, Microsoft Teams, Zoom, Google Meet
3.	Documentation	Confluence, Google Docs, Notion
4.	Reporting & Analysis	Excel, Google Sheets, Power BI
5.	Collaboration Platforms	Figma (for design), GitHub/GitLab (for dev progress), Miro (for brainstorming)
6.	Agile/Scrum Methodologies	Daily stand-ups, sprints, sprint retrospectives, backlog grooming

🎯 Key Skills Needed

- Strong leadership & interpersonal skills
- Excellent communication & problem-solving
- Time & resource management
- Basic understanding of software development lifecycle (SDLC)
- Familiarity with Agile or Scrum methodology
- Ability to handle pressure and multitask