## **🧩 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** | | |
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| **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** | | |
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| **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** | | | |
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| **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** | | |
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| **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