

Strong Communication:-

ii) Listen actively, negotiate clearly & keep everyone informed.

Building Relationships:-

iii) Invest in trust, ask for input, share credit & support others.

Emotional Intelligence:-

iv) Manage your own emotions & understand others perspectives.

Persuasion & Motivation:-

v) Align tasks with people's personal or team goals.

Project Mgmt Templates & Resources:-

- Templates make processes repeatable & reduce error. Common Templates are:-

Template	Purpose
i) Project Charter	Authorizes project & defines objectives.
ii) Work Breakdown Structure (WBS)	Breaks down deliverables into manageable chunks.
iii) Project Schedule (Gantt Chart)	Plans tasks, dependencies & timelines.
iv) Risk Register	Identifies, analyzes & manages risk.
v) Change Request Form	Formalizes change control.
vi) Status Report	Communicates progress & issues regularly.
vii) Final Report / Closeout Docs	Summarizes performance & key outcomes.

* Area of Further Study:-

- Key areas to explore:-

• Advanced Project Management Topics:-

Area

Why to study it

i) Agile & Scrum

→ Essential for fast-paced iterative work.

ii) Change Management

→ Helps guide teams through transitions smoothly.

iii) Risk Management

→ Reduces threats to scope, time & budget.

iv) Stakeholder Mgmt

→ Builds buy-in & minimizes resistance.

v) Data-Driven PM

(Dashboards/B.I.)

→ Use analytics to inform decisions.

vi) Leadership & conflict Resolution

→ Keeps teams motivated & aligned.

vii) PM Certifications (PMP, PRINCE2)

→ Boosts credibility & marketability.