

[Home](#)[My Network](#)[Jobs](#)[Messaging](#)[Notifications](#)[Me](#)[For Business](#)

Justin Bateh, PhD

College Professor, 8x Award-Winning Educator, & Founder of Projects Right |
Sharing career strategies in project management | Pivot to PM or Become a
Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

[+ Follow](#)[View full profile](#)

Justin Bateh, PhD • 2nd

[+ Follow](#) [...](#)

College Professor, 8x Award-Winning Educato...

1w • Edited •

The Cheat Sheet I Wish I Had 10 Years Ago:

When I first transitioned into project management, I was lost.

There were so many skills to learn.

Strategies to figure out.

Tools to master.

I wished someone had handed me a simple guide.

Over the years, I've had so many people ask me the same
questions I once struggled with:

- ✦ What's the best way to handle risks?
- ✦ How do I keep stakeholders informed?
- ✦ What skills will actually advance my career?
- ✦ How do I break into freelancing or consulting?

I've taken everything I've learned and put it here for you.

It's the roadmap I wish I had back then.

Now, it's yours to use.

It's all about knowing the basics.

✅ Save this. Share this. And start putting it to work.

📌 Want a high-def PDF of this?

Subscribe to my free weekly newsletter and I'll send it to
you: <https://lnkd.in/e9xftTyU>

PROJECT MANAGEMENT CAREER CHEAT SHEET

| Career Transition to Project Management | Essential PM Skills | Tools & Techniques |
|---|---|--|
| Map Skills: Match existing skills to PM tasks. Certifications: PMP, CAPM, Agile, Scrum. Network: Connect with PM professionals. Mentorship: Find a mentor in PM. Shadowing: Observe PMs in action. | Communication: Clear, concise, and frequent. Leadership: Inspire and guide your team. Time Management: Prioritize and delegate. Risk Management: Identify and mitigate risks. Budgeting: Control project costs. Scope Management: Avoid scope creep. | Gantt Charts: Visualize timelines. Kanban Boards: Track tasks and progress. RACI Matrix: Define roles and responsibilities. Agile/Scrum: Embrace flexibility and iteration. MS Project: Plan and track projects. JIRA/Trello: Manage workflows. |
| Stakeholder Management | Project Lifecycle | Soft Skills |
| Identify: Know who matters. Engage: Keep stakeholders informed. Expectations: Align & manage expectations. Feedback: Gather and act on feedback. | Initiation: Define the project's purpose. Planning: Outline the project plan. Execution: Deliver according to the plan. Monitoring: Track performance and adjust. Closure: Complete and close the project. | Adaptability: Be flexible to change. Problem-Solving: Find solutions quickly. Negotiation: Balance needs and resources. Emotional Intelligence: Understand emotions. Conflict Resolution: Resolve disputes efficiently. |
| Career Advancement | Freelance/Consulting | Job Search Strategy |
| Upskill: Continuous learning and certifications. Personal Brand: Build a strong professional presence. Visibility: Showcase achievements. Mentor Others: Share knowledge & grow network. Speak at Events: Establish expertise in the field. | Niche: Define your unique offering. Pricing: Set competitive rates. Portfolio: Showcase successful projects. Contracts: Use clear agreements. Client Management: Build long-term relations. | LinkedIn Profile: Optimize for visibility. Tailored Resume: Highlight relevant experience. Direct Outreach: Connect with hiring managers. Mock Interviews: Prepare and practice. Freelance Platforms: Explore Upwork, Fiverr. |
| Advanced PM Techniques | Agile & Scrum Essentials | Communication Best Practices |
| Critical Path: Identify key tasks for project success. Earned Value Management: Measure performance. Work Breakdown Structure (WBS): Break down projects into manageable tasks. Change Management: Handle project scope changes. Lean Methodology: Maximize value, minimize waste. | User Stories: Capture user needs, problems, and goals. Sprint Planning: Define tasks for each sprint. Daily Stand-ups: Keep team aligned and on track. Retrospectives: Reflect and improve after each sprint. Backlog Grooming: Prioritize and refine tasks. | Regular Updates: Keep stakeholders informed. Active Listening: Ensure understanding & clarity. Clarity: Avoid jargon and be precise. Documentation: Maintain accurate records. Conflict Mediation: Address issues promptly. |
| Quality Management | Risk Management | Budgeting & Financials |
| Quality Assurance (QA): Ensure standards are met. Quality Control (QC): Inspect & test deliverables. Continuous Improve: Implement feedback loops. Six Sigma: Reduce defects and improve quality. Benchmarking: Compare with industry standards. | Risk Identification: List potential risks early. Risk Analysis: Assess likelihood and impact. Mitigation Strategies: Develop action plans. Planning: Prepare for the unexpected. Risk Register: Track and manage risks. | Cost Estimation: Accurately forecast project costs. Budget Allocation: Distribute funds effectively. Cost Tracking: Monitor expenses regularly. Variance Analysis: Identify & address cost overruns. ROI Analysis: Measure return on investment. |
| Team Management | Technology Integration | Personal Development |
| Role Clarity: Define roles and responsibilities. Motivation: Encourage and inspire your team. Conflict Resolution: Address and resolve issues early. Performance check: Regularly assess & give feedback. Resource Allocation: Optimize team strengths. | Automation Tools: Streamline repetitive tasks. AI in PM: Leverage AI for better decision-making. Data Analytics: Use data to drive insights. Cloud Collaboration: Enhance remote teamwork. Cybersecurity: Protect project data. | Time Management: Master your schedule. Mindfulness: Stay focused and present. Networking: Build meaningful professional connections. Public Speaking: Improve communication & influence. Work-Life Balance: Prioritize health and well-being. |
| PM Career Path Options | Certifications & Training | Job Application Tips |
| Traditional PM: Focus on CPM. Agile Coach: Specialize in Agile methodologies. Program Manager: Oversee multiple related projects. PMO Director: Lead the Project Management Office. Freelance PM: Build an independent PM business. | PMP Exam Prep: Study resources and practice tests. Agile Certifications: CSM, SAFe Agilist, PMI-ACP. Lean Six Sigma: Green Belt, Black Belt training. Advanced Degrees: MBA, MS in Project Management. Online Courses: Coursera, Udemy, LinkedIn Learning. | Tailored Cover Letter: Address specific job requires. Portfolio Presentation: Showcase key projects. Networking: Leverage connections for referrals. Interview Prep: Research company and role. Follow-Up: Send a thank you note after interviews. |

Found this valuable? Follow **Justin Bateh, PhD** for more!

👍👍👍 492

86 comments • 61 reposts

Reactions



Like



Comment



Repost



Send

< Innovative! Great service! Very promising! Impressive >

Add a comment...



Most relevant ▼



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

📌 Want another cheat sheet? Try this stakeholder management one!



Like · 6 | Reply



Justin Bateh, PhD · Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

📌 Here's a deep dive for you into the Critical Path



Like · 5 | Reply



Caitlin Sauza · You

4d ...

Project Manager at Cybermerc 🔗 Project Friedman Participant 🦋 Tangible Uplift Program Facilitator 🧠 National Missing Persons Hackathon State Lead 🇺🇸 Swim Teacher 🏊

Thought of you when I saw this [Hema Bhatt](#) we still need to catch up!

Like · 1 | Reply · 1 Reply



Hema Bhatt · 1st

3d ...

Cyber Security Solutions Delivery Leader|Team Player|Problem Solver|GRC Expert| Security Program Manager|Help Organizations with their Security Maturity Journey| Engineering Graduate | CISSP| CCSP| CISM| PMP| AWS CCP|

Let's set up some time for next week 😊

Like | Reply



Jonny Tooze · 2nd

1w ...

The Agency Coach | On a mission to merge agency growth with personal development.

Having a roadmap like this would have saved me so much time when I first started in project management.

Like · 4 | Reply · 2 Replies



Justin Bateh, PhD · Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

Glad this helped! Remember, adaptability is key. Thanks for reading

Like · 1 | Reply



Folusho Obe, MBA, CPPM, PMP · 3rd+

1w ...

Certified Project Management Professional / Quality Management Systems & Regulatory Compliance /

Global Clinical Operations / CTM Mfg. & CMC Tech
Transfer / Agile/Waterfall Project
Management/Servant Leader

Jonny Tooze same here man

Like | Reply



Justin Wright • 2nd

1w ...

Your success, my mission | CEO @ Polished Carbon |
Ranked top 10 creator worldwide | DEIB ally | Follow for
research-backed tips on leadership & self-mastery

The clarity and depth in this cheat sheet will keep you
focused on what drives successful outcomes in your
projects. It's a resource you'll find valuable to revisit as you
grow in your role.

Like · 🗨️ 1 | Reply · 1 Reply



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, &
Founder of Projects Right | Sharing career strategies
in project management | Pivot to PM or Become a
Solo PM | Follow for Career, Personal Growth, &
Leadership Tips.

Glad you find it useful. Let me know if you have any
questions

Like | Reply



Christel Bordoni • 3rd+

1w ...

Empowering Leaders to Master LinkedIn with Premium
Strategies, Driving Growth & Industry Leadership

Wisdom



Experience



Roadmap

...more

Like · 🗨️ 1 | Reply · 1 Reply



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, &
Founder of Projects Right | Sharing career strategies
in project management | Pivot to PM or Become a
Solo PM | Follow for Career, Personal Growth, &
Leadership Tips.

Prioritizing a clear roadmap. It sets the entire project's
direction. Thanks for reading, Christel.

Like | Reply



Stephanie Grossman, PCC, CPCC • 3rd+

1w ...

Managing Director @ StrandFive | Executive Coaching
and Development

Your cheat sheet is a great resource for those starting out
in the field.

One thing I would add is the importance of effective
communication with team members and stakeholde ...more

Like · 🗨️ 1 | Reply · 1 Reply



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

Stephanie Grossman, PCC, CPCC Great addition!

Like | Reply



Chase Dimond • 2nd

1w ...

Top Ecommerce Email Marketer & Agency Owner | We've sent over 1 billion emails for our clients resulting in \$200+ million in email attributable revenue.

I'm sure many people can relate to feeling overwhelmed when first starting in project management. This guide is a must-have

Like · 1 | Reply · 1 Reply



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

Thanks for sharing. I'm glad you found it helpful

Like | Reply



Andrea Petrone (He/Him) • 2nd

1w ...

Human Performance Catalyst | CEO Whisperer | Top Ranked Executive Coach and Speaker | Leadership Teams | The World Class Leaders Show

Transitioning into project management can feel like a maze, so having a roadmap like this is invaluable. **Justin Bateh, PhD**

Like · 1 | Reply · 1 Reply



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

I agree. Focus on fundamentals, and don't be afraid to ask for help. Thanks Andrea

Like | Reply



Abhishek Rathi • 2nd

1w ...

With You from Day Zero of your journey | Founder - Fundamental VC

Wow, that's quite a cheatsheet with 360 degree project management.

Would highly recommend to everyone **Justin Bateh, PhD**

Like · 1 | Reply · 1 Reply



Justin Bateh, PhD Author

1w ...

College Professor, 8x Award-Winning Educator, & Founder of Projects Right | Sharing career strategies in project management | Pivot to PM or Become a

Solo PM | Follow for Career, Personal Growth, & Leadership Tips.

Glad you find it helpful. Let me know if you have any questions

Like | Reply

Load more comments

[About](#) [Accessibility](#) [Help Center](#) [Privacy & Terms](#) ▼

[Ad Choices](#) [Advertising](#) [Business Services](#) ▼

[Get the LinkedIn app](#) [More](#)

 LinkedIn Corporation © 2024