

PRM – TUT 1

Question 4:

Project managers keep practically any form of organization going, whether it's a tiny nonprofit, a rising startup, or a massive business. A project manager's job description might vary greatly depending on the business and the project. Whatever organization you're interviewing with, they're clearly in need of assistance, and you're one step closer to demonstrating you're the best candidate for the position. Below are several interview questions:

1. As a project manager, what do you believe is the most essential thing you do?

Perhaps a project manager must possess universal characteristics such as leadership, cooperation, and relationship management. As a project manager, you're responsible for managing procedures and keeping things moving ahead while collaborating with numerous stakeholders both inside and outside your firm. However, because you are not necessarily anyone's boss, you must be able to assume a leadership position without a formal leadership title and create and manage relationships in order to push individuals to complete tasks even if they do not report to you. Apart from that, you should be aware of people's various viewpoints, utilize their knowledge to improve the project, and accommodate their workload and objectives. You're also the one receiving updates from all sides and selecting if, what, and how to share them with other stakeholders. You must be able to explain technical details to technical teams while also translating them into lay words when communicating with non-technical teams and clients. You must also be able to communicate goals and expectations properly, as well as calmly handle any conflicts that arise.

2. What types of projects have you worked on?

You'll want to personalize your response here, as with most other interview questions, to the position you're interviewing for. Examine the job description and conduct extra

research to learn more about the kind of projects you'll be working on in this role, and make sure you include comparable work you've done previously. "As a project manager at ABC Architects, I regularly work on many long-term design projects for commercial buildings with budgets in the seven- and eight-figure range at the same time." Not only am I in frequent touch with the internal team of architects, but I'm also in charge of managing continuing client communication and ensuring that everyone is on the same page in terms of timelines and expectations. I worked directly with the creative team in my previous project management job for a small design company, so I'm aware with the demands that come with big-budget projects and the complexities of interacting with both clients and designers."

3. How do you motivate people to stay on track and meet their deadlines?

My strategy is to get to know the folks I'll be working with so that I can figure out how to get them interested about the project. People will be more personally committed in making it happen if they feel involved in determining how the process will work and have a say in timelines and deliverables. Also, expressing your thanks and admiration goes a long way!

4. What's your proficiency level with (name of software or tool)?

In the best-case situation, you're a seasoned veteran who's used this identical technology previously, in which case you may say so and explain what kind of procedures you've used it for and how. Don't worry if you don't have any familiarity with the program the interviewer is asking about. That is unlikely to be a disqualifier in most circumstances. What they really want to know is if you've worked with other tools before and if you'd be able to pick it up fast. You can draw a comparison to your experience dealing with another comparable tool and credibly anticipate you'd be able to adjust fast if you know the tool's purpose and a little about its UI as a result.

5. Can you walk me through a specific project you worked on, what your role was, who the stakeholders were, and what problem you were solving?

Because a project manager's ability to communicate effectively and succinctly with diverse parties is critical, it's critical that you be able to offer a logical explanation of a project in an interview, so make sure you clarify the project's fundamental purpose and aim. Consider what context an interviewer would want, as well as their degree of technical or industry understanding, so you can tailor your explanation.

6. Tell me about a time when a project you were working on went off the rails or an unexpected challenge came up - and how you got it back on track.

When you hear the words "Tell me about a time when..." at an interview, you know you can and should use the STAR approach to come up with a response. To put it another way, briefly describe the Situation; clearly state your Task; outline the Action(s) you took; and conclude with the Result(s) you obtained in terms of how the project came out and what you learnt from the experience. Choose a situation that didn't end in absolute tragedy but be honest about everything else. "Don't act like you figured it out on your own," is the most important thing to remember. You may want to emphasize your involvement in the scenario in order to wow, which is acceptable, but don't go so far as to claim you worked alone. Project management is essentially collaborative, and if your responses reflect that, you'll create a far better impression. Don't throw anyone else under the bus, either. "It's not crucial for us to know who is to blame if anything goes wrong on a project; interviewers are more interested in hearing how the problem was fixed," Jensen explains. "It's also not a good look to make your teammates appear like they made a mistake—it gives the impression to an interviewer that a candidate isn't a team player."

Question 5. Describe types of PM certification briefly.

1. Six Sigma certification

Six Sigma is an approach to business that helps improve work and product quality. There are four Six Sigma certifications:

- Yellow belt: For project team members

- Green belt: For project team members who support analysis and may assist in leading a team
- Black belt: For project managers
- Master black belt: For managers who develop strategies and train black and green belts

2. Global Association of Quality Management (GAQM) certifications

The GAQM issues certificates in management for science and information technology fields. It is also a Six Sigma accredited association.

Professional in Project Management (PPM): Shows you are capable of leading a project team in the information technology industry. You need to pass an exam to get a PPM.

Computing Technology Industry Association (CompTIA): Demonstrates you can lead small- to medium-sized projects in the information technology field. To obtain a CompTIA Project+, you must pass an exam.

3. International Association of Project Managers (IAPM) certifications

The IAPM is an internationally recognized project management organization.

- **Certified Project Manager (IAPM):** Focuses on the basics of project management. There is a Junior Certified Project Manager certification if you have less experience in project management. There is also a Certified Senior Project Manager certification if you have extensive experience. You need to pass an exam for all of these certifications.
- **Certified Agile Project Manager (IAPM):** Targets Agile project management. Similar to the Certified Project Manager certifications, there are junior and senior certifications available based on your Agile project management experience.

4. Scrum Alliance certifications

- **Certified ScrumMaster (CSM):** Shows you can lead a team in a scrum environment. You must attend an in-person training course and pass a multiple-

choice exam to get a CSM. After obtaining your CSM, you can obtain an Advanced Certified ScrumMaster certificate then a Certified Scrum Professional-ScrumMaster certificate.

- **Certified Scrum Product Owner (CSPO):** Focuses on your ability to be a capable product owner. Before the CSPO exam, you need to attend an in-person training course. After obtaining your CSPO, you can pursue an Advanced Certified Scrum Product Owner certificate and then a Certified Scrum Professional-Product Owner certificate.

5. Project Management Institute (PMI) certifications

- **Certified Associate in Project Management (CAPM):** Focuses on the fundamentals of project management. You must have a secondary degree and 1,500 hours of project experience or 23 hours of project management experience to get a CAPM.
- **Project Management Professional (PMP):** Demonstrates your capability of leading and supporting teams. To obtain a PMP, you must have a secondary degree, 7,500 hours leading projects and 35 hours of project management education. Alternatively, you can have a 4-year degree, 4,500 hours leading projects and 35 hours of project management education.
- **PMI Agile Certified Practitioner (PMI-ACP):** Demonstrates that you can apply Agile principles to project management. Agile is a style of project management that releases a project in cycles instead of all at once. A PMI-ACP requires that you have 2,000 hours of experience working on teams, 1,500 hours working on Agile projects and 21 contact hours of Agile training.
- **Program Management Professional (PGMP):** Shows that you can lead a program in an organization or manage multiple projects at once. Before you take the PGMP exam, you need a secondary degree, 6,000 hours leading projects and 10,500 hours of program management experience. You can also have a 4-year degree, 6,000 hours leading projects and 6,000 hours of program management experience.