**Google PM Course**

**Being an Effective PM**

**(39.01 – 1:14:32)**

**Objectives**

* **Explain the unique value a PM brings to their team.**
* **Describe a PM roles and responsibilities.**
* **List a PM core skills.**

**What is a PM?**

**Shepperd projects from the start to finish and serve as guides to their team, using their impeccable organisational and interpersonal skills every step of the way.**

**Values a PM brings to their team?**

* **Prioritization.**
* **Delegation**
* **Effective communication**

**Prioritization:**

**PM add value to their teams and organisations through effective prioritization of tasks required to complete a project.**

**Delegation:**

**PM use delegation to add value to their teams and organisation by matching tasks to individuals who can best complete the work.**

**Effective communication**

**PM deliver value through effective communication, both with their team and with key stakeholders.**

**Roles related / work with PM**

**PM is not often the direct Manger of the people, on the team.**

**They often manage the tasks.**

**Each person will be expert on their portion of the project, but no one will be an expert on every aspect of the project.**

**You are not doing the research or task yourself; you’ll be delegating the appropriate task to those that can accomplish it.**

**Your responsibilities are to guide the team, making sure they have the support they need to complete the project.**

**More responsibilities of PM**

* **Hold all team members accountable for their assigned tasks, give them ownership of the task**
* **Ensure that issues and risks are tracked and visible and establish escalation plans, meaning if you identify and issue you bring it up to the right people to be fixed.**
* **Understand and help teammate to adopt the right workflows and PM style, the way in which they work for a specific project.**
* **Collaborate with other teams at the organisation to deliver solutions that meet the requirements based on the project scope, schedule, and budget**

**Great project manager**

* **Combination of being like a EMT, ninja and Jazz player.**
* **EMT: person who can show up on a scene of chaos, figure out what needs to happen now, triage everything on site and develop a plan of action while also participating**
* **Ninja: as you must be stealthie or not overly overate in the ways you push people, as it isn’t often received well.**
* **Jazz player because you need to have a steady beat or continues in your action as a lot of things happen around you. Keeping people on time**
* **More Organised you are the more organised your team is in their actions and thinking**
* **Lists, email etc, stay on top now later and off**
* **List now what to be done today and budget**
* **Stand up in morning, clear what had been done day before what they are doing today again later on track.**
* **Be a great PM bias to action and resilience.**

**It’s important to make a decision, get yourself unstuck, to follow through on that action, learn some new things and decide to take a new action once you’ve learned something.**

**Core skill sets successful**

* **Enabling decision making**
* **Communicating and escalating**
* **Flexibility**
* **Strong organisation skills**

**Enabling Decision making**

**Curial to keep projects complete tasks and achieve their goals.**

**Communication and escalating**

**Documenting and communicating to people or holding meetings to escalate issues to stakeholders**

**Flexibility**

**Having the ability to change when plans change. Be prepared for unpredictable. Calm**

**Build relationships allows better communication and leadership, as well as strong interpersonal skills. Guide a**

**Influence without authority**

**A PM ability to guide teammates to complete their assigned work without acting as their direct managers**

**Key interposal skills be effective PM**

* **Communication**
* **Negotiation**

**Be able to negate tasks for deadlines to be done**

* **Conflict mediation**
* **Understanding motivations**

**Getting to know your teammates and figuring out what gets them to do their best, learning how they like receive feedback and recognition and motivation.**