Project management

**1. Tell me about yourself.**

A common question to open any type of interview, this statement is a chance for you to describe yourself and your story in your own words.

**How to answer:**There are several ways you can approach this question. One effective way is to start with the present, then go into your past and finish with your future. Describe what your role is and what you do. Then describe past experiences relevant to the role you are applying to. Finally, talk about what kind of work you are hoping to do next and why you are interested in the role you have applied to.

**2. Can you tell us about the last project you worked on?**

An interview might ask you about your last project to get a sense of what types of projects you are used to, what project management approaches you have used, the number of people on your team, and other details.

**How to answer:** Describe the important information about the project, like the overall goal, team size, and how you approached it. Speak candidly about what went well, and be sure to mention something you might have improved or that you learned. Having some metrics on hand to show the results of the project can be useful here.

My ans: My last project was Vodafone and quizkart.

Goal in Vodafone project is to do create price tool between supplier, Vodafone admin, category manager. Technology used is angular , node js and sap synchronization is there.

Spread sheet with filters we created in web

Material supplier

**3. Tell us about a time something went wrong in a project you were managing.**

Setbacks are normal in managing projects. Hiring managers will want to know how you have dealt with them in the past to understand what you do when things do not go as per the plan.

**How to answer:**Since dealing with unforeseen challenges is a core part of project management, you will want to have a few examples to point to for your interview. You can also mention how you would implement change processes in your project.

Consider using the STAR method when asked for specific examples from your past. Here is how to put the method into action:

In meadjhonsan project when data was not proper saving in database because of some of mismatching records in database

Task was to check the data synchronization from which table it is coming and then we integrated virtual machine as data was very big. Client was happy with the work

In Franklin templaton also there was cross functional team like angular, nodejs, testing, devops and java team

1. **Situation**: Start by describing the facts of the situation and why it happened—in this case, what had gone wrong.
2. **Task**: Go on to describe what task you were expected to do to solve the situation.
3. **Action**: Next, explain what you did and how you did it.
4. **Result**: Finish by sharing the outcome. Also, describe what you learned from the experience.

**4. How do you prioritise tasks in a project?**

Knowing what to prioritise is key to a project. There is a chance you will receive a question asking what you decide to prioritise and why. You might also be asked how you would juggle working on multiple projects at once.

**How to answer:**Tie your answer back to the interest of the project. Your answer might include some combination of deadlines, stakeholder needs, or determining tasks that make up a critical path. You can pull from some examples in the past or work your way through some hypothetical situations.

A critical path in project management is the longest sequence of activities that must be finished on time in order for the entire project to be complete. Any delays in critical tasks will delay the rest of the project.

**5. What was your most successful project?**

This question can demonstrate to recruiters what you consider a success. Projects can be successful for meeting goals, deadlines, and budgets, but success can also mean being able to incorporate change.

How to answer: Take this opportunity to demonstrate your strengths. Modesty is a great asset, but do not undersell yourself. If your team pulled out a success, what did you do to keep the project on track or be more efficient? Think about the key elements you and the team took that led to success.

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Hiring managers might ask questions specifically about various skills like budget management. It is probably not a deal-breaker if you have no experience in most cases—they may just be trying to get a better sense of where you stand.

How to answer: Managing a budget includes cost estimation, deciding how to allocate funds, keeping a record of how money was spent, and planning for unexpected expenses. It is great if you can point to some examples from the past. If you do not have much experience, you can share what you know about budget planning or talk about budgeting experience you have in your personal life, if it is relevant. It is also good to show that you are able to pick up new skills.

**7. How would you describe a project plan?**

An interviewer can try to gauge your technical knowledge of basic project management concepts.

**How to answer:**Start by answering the question—describe what elements you know to be an important part of a project plan (like tasks, milestones, and team members). You can then go into an example of how you have typically implemented them in the past.

**8. How would you create an environment of collaboration on your team?**

Knowing how to motivate team members and make them feel like they can surface any questions and concerns is often central to a project’s success.

**How to answer:**In this situation, it can be helpful to point to an example of when you were able to foster good communication in your team. Think about any processes or methods you rely on to get people feeling like they are working toward a common goal. This might include simple methods like incorporating icebreakers in kickoff meetings or building communication structures within a project.

My ans : by giving awards when they do well and description in the award given for motivation points will be given and they can purchase anything from it or by throwing some parties to team members. By giving some comp off and leaves if they require it refreshes them say that big things need to do to make fine the project jab se mein aaya hoon project is getting better.

**9. What tools do you use to plan a project?**

Interviewers might want to get a sense of how familiar you are with different project management tools.

**How to answer:** In preparing for your interview, make a list of all the project management tools you have used before. These can include common project management tools like RACI charts, or collaboration software like Asana or Trello. Mention what you like about them and how they might be improved.

jira

Do some research to see if you can find what kind of tools you will be expected to use. You can try to familiarise yourself with the tool or see if you have used any similar tools.

**10. Describe your experience in this industry.**

Familiarise yourself as much as you can with the company’s industry before the interview. Learn what the top issues are by reading news articles and listening to podcasts, or reaching out to project managers in similar roles and asking about their experiences.

**How to answer:**Come prepared to talk about any experience you have had in the industry. Academic or professional background is great. If you do not have these, you can talk about what you have learned about the industry and why you want to work in it. Mention any skills or knowledge that are transferable as well.

**11. One of your team members is asking for more time to complete a task. How would you handle this situation?**

Situational questions like these are common in project management interviews. This is a chance for hiring managers to see your thought process and gauge how you think on your feet.

**How to answer:**As a project manager, you will be expected to help team members that have not been able to complete tasks on schedule in the interest of the project. You will want to know why the issue arose in the first place and apply an appropriate fix. You might talk about adding another member if the team is feeling overloaded, implementing time buffers in the planning phase for certain tasks, or negotiating with a stakeholder for more time or resources.

**12. How would you deal with a difficult stakeholder?**

This situational question aims to get clarity into your people skills, a crucial part of being a successful project manager.

**How to answer:**Communication and negotiation are likely to be an important part of your answer here. Knowing your team’s needs, capacity and the project’s available resources might also influence your answer.

### What if I do not have any formal project management experience?

Project management is a field where workplace skills can make or break a candidate. If you are less familiar with the technical side of project management, emphasise workplace skills you have like leadership, communication, and organisation. Even if you are not a formal project manager yet, chances are good that you have done some elements of project management in the past. Go through your experiences and find moments when you have helped to improve, plan or execute new processes.

And do not worry—if you have landed an interview, your interviewer probably already knows that you do not have formal experience but sees potential in you. Convey your enthusiasm for the job and willingness to learn.

## Project manager interview: General tips

Keep these tips in mind as you prepare for your project manager interview.

* **Be prepared to think on your feet:** Project management sometimes requires making sound judgement calls in a limited time. Practice responding under pressure by having somebody you trust to ask you different situational questions.
* **Ask questions at the end:**Though this is a common tip for all interviews, it is especially important for project management interviews. In projects, your ability to ask the right questions can be the difference between success and missing key goals. Come prepared with a list of questions you want to ask. You can also take notes during the interview on points you want to clarify.
* **Read case studies:** If you are feeling stuck, try finding some case studies about projects that went well and a few of those too that did not. This can help you learn from other people’s experiences and jog your inspiration to know what to talk about in your own interview.
* **Interviewing remotely:** Remote interviews have their own challenges. Watch the video below for tips.

Spikes are an invention of Extreme Programming (XP), are a special type of user story that is used to gain the knowledge necessary to reduce the risk of a technical approach, better understand a requirement, or increase the reliability of a story estimate. A spike has a maximum time-box size as the sprint it is contained in it. At the end of a sprint, the spike will be determined that is done or not-done just like any other ordinary user story. A Spike is a great way to mitigate risks early and allows the team ascertain feedback and develop an understanding on an upcoming PBI’s complexity.

Project managers have a number of tools in their arsenal that can help them address potential challenges and obstacles. One such tool is the project risk register. But what is a risk register, how do you use one, and how can it keep your next project from being derailed?

In this guide, we’ll walk you through exactly what to include in your project risk register and provide details on when and how to build and maintain one for your next project.

What is a risk register?

A project risk register is a tool project managers use to track and monitor any risks that might impact their projects. Risk management is a vital component of project management because it’s how you proactively combat potential problems or setbacks.

Using a project risk register, also called a risk log, is an essential part of this risk management process.

What is the purpose of a risk register?

The purpose of a project management risk register is to identify, log, and track potential project risks. A risk in project management is anything unexpected that could happen that would positively or negatively affect your project.

Any time someone identifies something that could impact your project, it should be assessed by the team and recorded in your risk register.

Why do you need a risk register?

You need a risk register because, as projects get larger, longer, and more complex, it becomes increasingly difficult to stay on top of everything. If risks aren’t tracked in a central location and reviewed regularly, something may be missed or forgotten.

A mitigation plan is a strategy to reduce or eliminate the impact of potential threats, such as natural disasters, technological failures, or human-caused events. Mitigation plans can be used in a variety of contexts

A project's scope is a detailed outline that defines the boundaries, tasks, deliverables, and other aspects of a project. It's a vital component of project management that helps ensure a project's goals are achieved without delays or overwork

A project's scope includes:

* **Boundaries**: The extent of the project and what's included or excluded

* **Tasks and deliverables**: The work required to complete the project

* **Goals and deadlines**: The objectives the project aims to achieve and the timelines for completing them

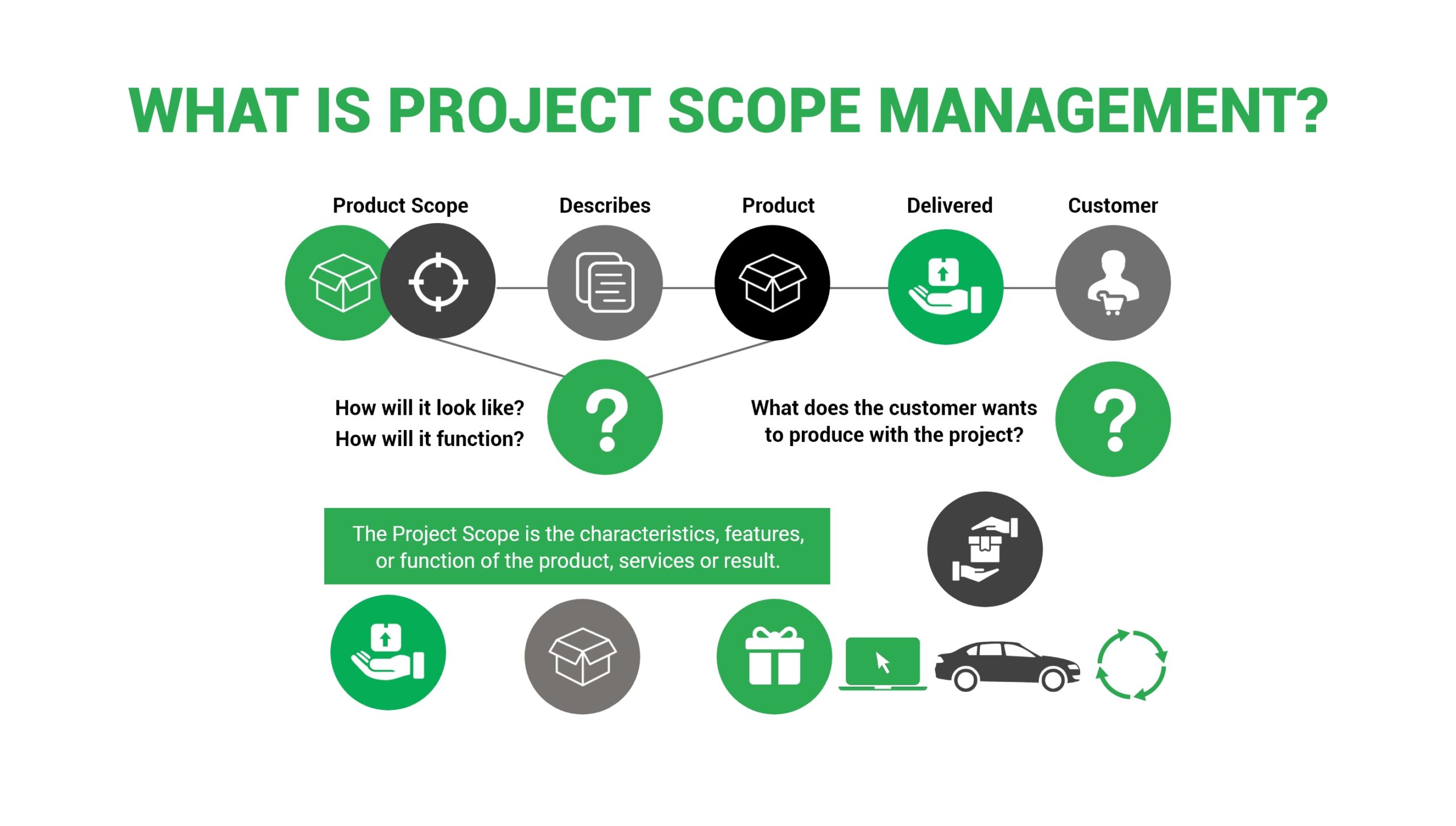
* **Resources**: The resources needed for the project

* **Stakeholders**: The key people involved in the project

* **Processes**: The processes that will be used to manage the project

* **Assumptions and constraints**: Any assumptions or constraints that apply to the project

## What is project scoping in web development?

The need for project scoping can arise for web application development, mobile app development, or any software application development for that matter.

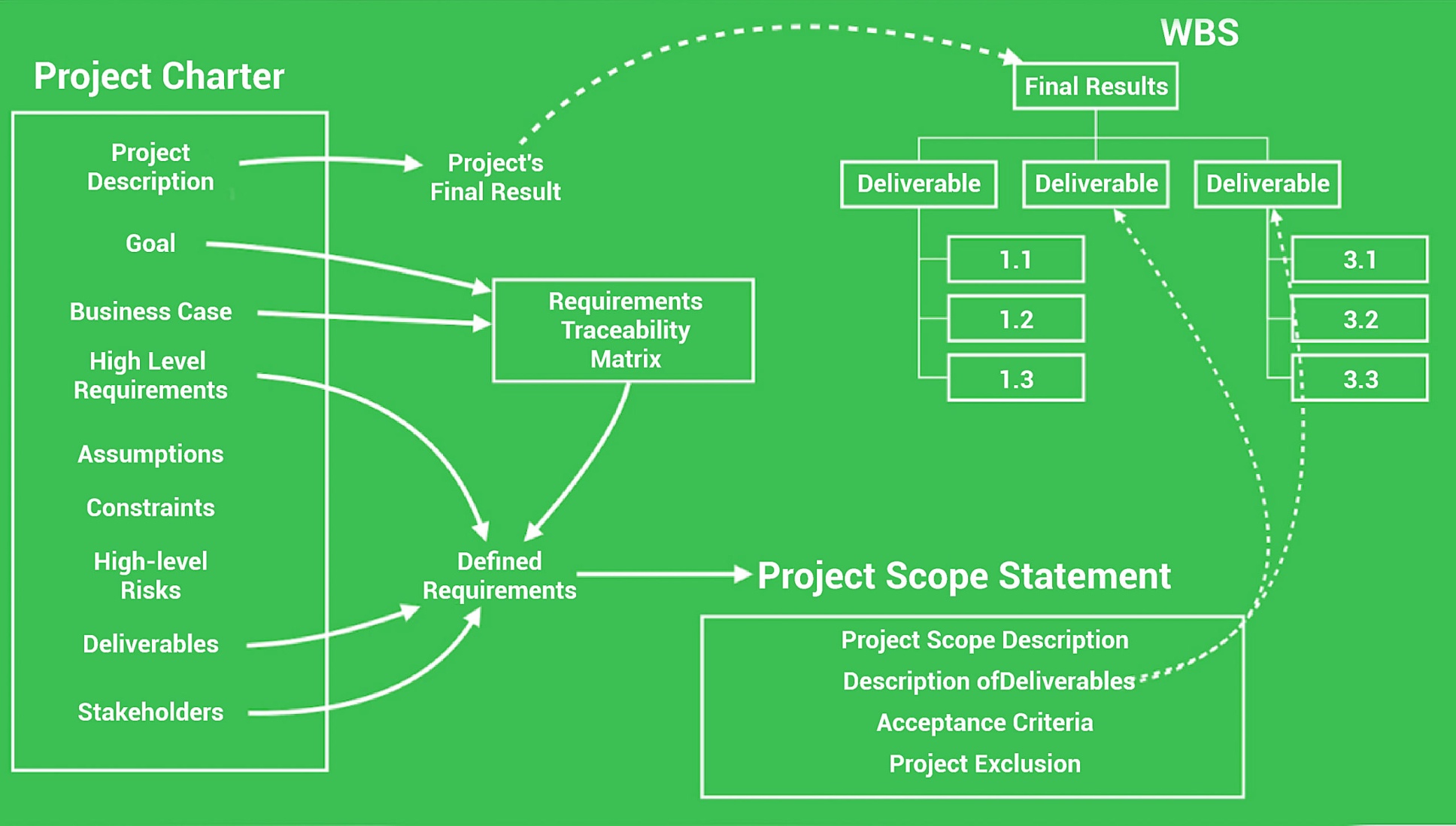
As we attempt to understand the project scope, some experts believe that scoping is a part of the project planning stage where we determine, define various goals of the project. Further, we work on documenting the goals, deliverables, tasks, timelines, and costs.

The project scoping explains the limitations of the project. It documents the responsibilities of each team member, the procedure for how the tasks are going to be completed, who makes the final verifications and approvals and how they are made.

At[WalkingTree](https://walkingtree.tech/), we believe that project scoping is about defining how to meet the goals as we satisfy the customer requirements.

The project *scope document* or *scope statement* is something to be referred to during the course of the project when the need arises.

## Why is project scoping important?



The project scoping starts with defining the deliverables in the project. The key takeaways of defining a project scope are following:

* It efficiently demonstrates what’s involved in the project for the benefit of the customers who can verify if their goals are met.
* It is a reference document for the managers to use for assigning tasks, scheduling work, and verification of goals.
* It helps in identifying the common objectives of the team members and aids in focusing on them.
* It streamlines the project vision and helps the team members from digressing from it.

## Scoping: Best Practices/Steps

Defining the project scope is not a one-man’s job. The entire team needs to collaborate and understand the bandwidth of the project.  Every team member needs to agree on the goals defined in the project scope. The project manager is expected to seek approvals from the stakeholders to ensure everybody is on the same page where the deliverables and the timelines are concerned.

At WalkingTree, the following best practices are implemented in designing a project scope:

**1.**  **Creating a customer persona**

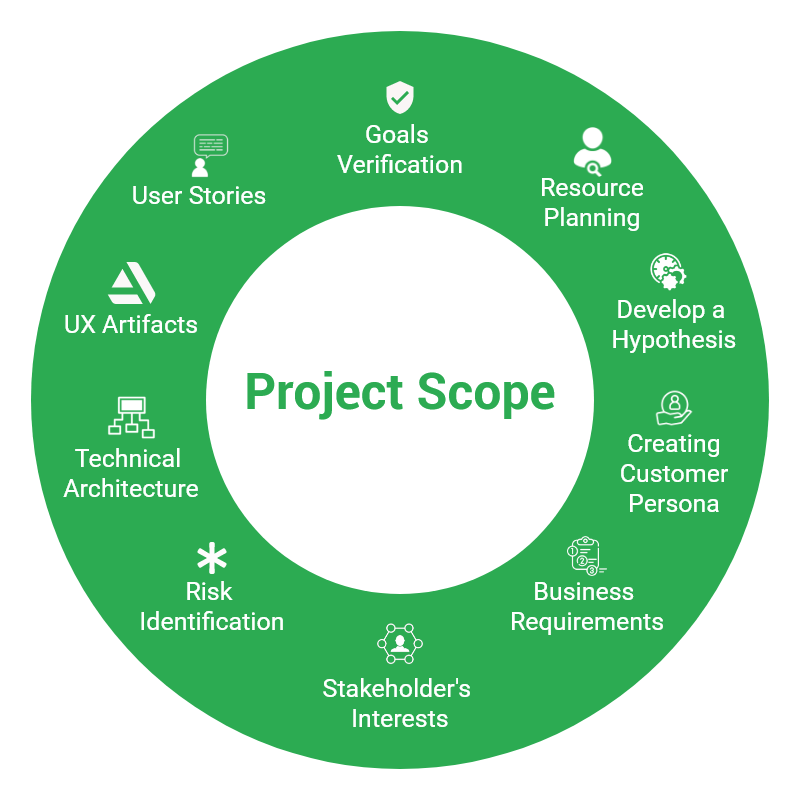
We create the customer persona as a first step in preparing the project scope.

* We collect extensive data on the customers.
* Identify the different qualities and behaviors of different end-users.
* Develop a hypothesis based on the research conducted on different users.
* The next step is to make sure that the hypothesis is valid after having been checked by the stakeholders.
* Create different personas
* Create each persona with the following details covered:
* A picture.
* The customer details like their values, education, interests, lifestyle, desires, attitude, goals, etc.
* Insert more details about the persona like interests, values to make them feel more real.
* Describe the context where the persona will use the application being developed.
* Collaborate with everyone in the project to have the persona accepted; collect feedback/revisions.
* Send the persona over to put into use.
* Ask all the project members to create scenarios where the persona is subjected to several use cases.
* Make constant revisions with newly added features,

**2.** **Business Requirements**

The next step is to collate the business requirements. The business requirements should be able to define all the characteristics of the final deliverable.

* Preparing the business requirement document (BRD).
* The process flow diagrams follow the business requirement document preparation where the application flow is emulated.
* The business requirement should comprise the user stories to show how the application will be used.



**3.** **UX Artifacts**

In the project scoping, the UX artifacts play an important role. UX designers should be able to assess what the web project is going to achieve. The front-end developer must focus on the following pointers:

* Mapping the customer journey to the web application being developed will help you visualize how the customers are going to feel along the way.
* They should be able to visualize the task flow.
* They should be proactive about designing the wireframes for the web application being developed.
* The UI design flow should be able to provide a mockup of the customer experience.
* Prototyping is an important aspect of any UI design. It allows you to navigate through interface designs, explore the user experience, and test outflows of the project. With navigational prototyping, you will be able to determine how the application is going to materialize.

**Things to remember:**

* For the UX Design, we pick up templates from the existing applications and build a mockup and prototypes basis the reference.

1.   Provide feedback to the REUSABLE team to add new features

**4.** **Technical Architecture/Design**

The next step that follows in creating a project scope document is designing the technical architecture. It essentially focuses on the technical preferences of the stakeholders and around the application behavior.

* The data flow diagrams are prepared to show how the application model shapes up.
* It includes the application architecture.
* An overall component diagram is prepared.
* The application design diagram is chalked out.

**Things to remember:**

a. Ensure that the user experience, including the backend, is consistent across the project.

b. Understand the possible architectures and create use case templates in a way to capture the design and architectural considerations.

i.  Provide feedback to architects to improve any missing areas.

**5.** **Stakeholders and their interest**

The last step in the project scoping is to ensure if the application development is as per the customer’s requirement and if the functionality of the application is in line with them.

**Conclusion:**

Project scoping is one of the most vital steps in web project development. The project managers are ideally responsible to create the project scope document. The project statement is that document that has all the deliverables, tasks, technical aspects which include UX and backend development flow designed, and schedules of the project. It is technically the document that aligns the stakeholders’ expectations from the project.

Once the project execution kickstarts, the scope document acts as the reference material and a tracker that ensures that the project stays within scope.

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Do some research to see if you can find what kind of tools you’ll be expected to use. You can try to familiarize yourself with the tool, or see if you’ve used any similar tools. These Guided Projects on Coursera are free, can be completed in two hours or less, and can introduce you to some common project management tools:

10. Describe your experience in this industry.

Familiarize yourself as much as you can with the company’s industry before the interview. Learn what the top issues are by reading news articles and listening to podcasts, or reaching out to project managers in similar roles and asking about their experiences.

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Interviewing remotely: Remote interviews have their own challenges. Watch the video below for tips.

Research the company: Learning about the company you're interviewing with can help build confidence prior to the meeting. Show an understanding of the company's goals and vision and how your background aligns with the position.

As a **Director**, you will –

• Create a vision and an executable charter for multiple engineering teams.

• Map business objectives to an optimum engineering structure, including correct estimation

of resource allocation.

• Provide direction and mentorship to the team.

• Work closely with the Product Managers and help them in getting relevant inputs from the

engineering team.

• Plan and track the development and release schedules, proactively assess and mitigate risks.

• Work individually with engineers and help them with correct time estimation and scoping of

tasks.

• Drive good coding practices in the team like good quality code, documentation, timely bug

fixing, etc.

• Maintain product metrics and drive them in the team.

• Interact with other engineering teams, facilitate discussion, and provide a framework for

inter-team collaboration.

• Build teams and hire the best talent with the right dynamics.

• Foster a result-oriented, performance-driven culture by setting clear goals, career paths,

core competencies, and reward and recognition mechanisms for the engineering team.

As a **director**, you must have -

• 10+ years of strong experience in full-stack software product development, with at least 3+

years in engineering leadership positions.

• Experience with building production systems for a start-up or an organization.

• Good command over NodeJs and its internals is expected.

• Experience in RESTful web services/ APIs using ExpressJS.

• Experience with server-side technologies as well - Python, Node.js, Docker, Kubernetes, Git,

etc.

• Good command over cloud infrastructure AWS (preferred), MS Azure, or Google Cloud.

• Experience working with high-performance technical teams and the ability to create a

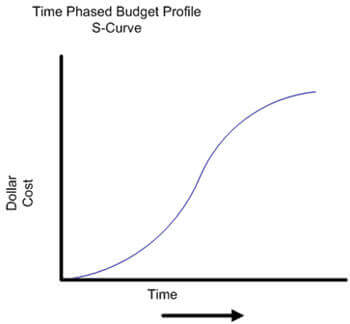
culture based on those best practices.

• Experience in working with Product Managers and UX Designers.

• Excellent people manager. Strong in building relationships and collaborating with others.

• A strong vision and ability to deliver quickly in fast-paced start-up culture

The S-curve in project management is used to track the project progress. In today's business climate, ensuring that a project is on track and on a budget is compulsory to its success.

Image Source: www.projectinsight.net

Budgeting and cost control involves the estimation of costs, the setting of an agreed budget, and management of actual costs against that budget.

The budget for a project is the sum of costs of individual activities that the project must accomplish.

Budgeting is important in the development of any major business project. Without a well-planned budget, projects can scatter and be left incomplete. Budgeting is not an easy process. It provides a number of different advantages that a project manager should consider.

## ****The advantages of budgeting in a business:****

**Establishing Guidelines:** Project budget allows you to establish the main objectives of a project. Without proper budgeting, a project may not be completed on time. It allows the project manager to know how much he can spend on any given aspect of the project.

**Cost Estimating:** Once a budget is in place, the project manager can determine how much money can be spent on each component of the project. Hence it also determines what percentage of the available funds can be allocated to the remaining elements of the project. It gives the chance to decide whether or not the project can be completed in the available budget.

**Prioritizing:** Another advantage of having a project budget is that it helps you to prioritize the different tasks of the project. Sometimes it might seem to be completed at once, but it doesn't happen due to some inefficiency. A budget will allow you to prioritize which parts of the project can be completed first.

Before we check how the budget is developed, it's important to understand why it's important.

**Organizations with 80% or more of projects being completed on time and on budget waste significantly less money due to poor project performance.**

**Basically, there are 2 main reasons for which your project budget is important. These are;**

- The approved budget is what pushes project funding. It shows stakeholders how much money is required and when it’s needed. The ability to get materials, equipment, and people when they are required is dependent on the funding provided as a result of your budget.

- Budgeting provides the basis for project cost control. By properly measuring the project’s actual cost against the approved budget, you can be able to determine if the project is progressing according to the plan or not.

## ****Benefits of Budgeting:****

**On average, projects go over budget by 27% of their intended cost.**

A carefully planned budget allows a business to track where they're financially standing. This allows for long-term, strategic planning for everything from current operating costs to potential expansion.

**Other benefits include;**

The potential to attract investors

The ability to set sales goals

The chance to open lines of credit

The ability to make decisions about salaries, bonuses, benefits, and overhead operating expenses

Easier tax preparation

Budgeting is important for small-business owners. Being even a little off of the track on cost projections can have a devastating effect on a small operation.

## ****How to Create a Right Budget of Your Project?****

Critical path is a method for modeling projects where you input all necessary factors involved in your project and output the optimal timeline for completing it. Factors to input in your model include time estimates, task dependencies, milestones or deliverables, and any hard deadlines set by clients or stakeholders.