

Project Team

- A project team is a team whose members usually belong to different groups, have different functions and are assigned by the project manager to activities for the same project. A team can be divided into sub-teams according to the need.
- The Project team includes the project manager and the group of individuals who work together on a project to achieve its objectives. It consists of project manager, Project Management Staff and other team members who may not directly involved with management but carry out to work related to the project.
- **PROJECT MANAGER** – responsible for leading Project Team and ensures the team has everything they need to complete their tasks.
- **PROJECT STAKEHOLDERS** – include their customer, the project staff, partners, internal/external providers.
- Good cooperation among the project team is vital for project success. Especially communicating effectively and efficiently is important to ensure that everyone has necessary information to complete their tasks and fulfil their roles properly.

Benefits of a Good Project Team Management

1. Gain overall efficiency

This is one of the biggest benefits derived from excellent team management and organization. An organized and well managed collaborator will be more productive and spend less time on low value-added tasks which allows them to concentrate on high value tasks. Thus, leading to overall efficiency. And efficiency in project teams will reflect in all areas of your project.

2. Better projects monitoring

Good project team management leads to better project monitoring. And having a clear, up-to-date overview of ongoing projects and available activities and resources helps you make the right decisions. This allows you to redirect your resources in real time to more ambitious tasks or projects.

3. Better skill and resource allocation

Good project team management maximizes involvement of each team members, utilizing everybody's strengths and areas of expertise, as well as distributing workloads and responsibility to all. Thus, contributing to the overall success of the project.

4. A trustworthy team and work environment

The more you are organized and well managed within your team, the more your project team members will put in their trust and professionalism into the project. Being a well-organized project team will also project a good image to your clients.

5. Less stress and more productivity

The more organized you are, the more the more productive, efficient and collaborative your project team members will be. This allows you to adapt to everyone's work methods and offer benefits to your employees always in order to increase your productivity.

So, your project is incomplete without effective team management. Therefore, as project managers remember to juggle process and methodologies as well team management. A well organized and managed team can take a project to great heights. Good project team management produces motivated team members, effective day to day performance, a sense of ownership of projects, better end results, and ultimately, bigger profits for the company.

Project Manager

The project manager plays a primary role in the project, and is responsible for its successful completion. The manager's job is to ensure that the project proceeds within the specified time frame and under the established budget, while achieving its objectives. Project managers make sure that projects are given sufficient resources, while managing relationships with contributors and stakeholders.

Project manager duties

- Develop a project plan

- Manage deliverables according to the plan
- Recruit project staff
- Lead and manage the project team
- Determine the methodology used on the project
- Establish a project schedule and determine each phase
- Assign tasks to project team members
- Provide regular updates to upper management

Roles and Responsibilities of Project Manager

Roles

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Responsibilities

1. Planning-

First and foremost, a project manager is responsible for formulating a plan to meet the objectives of the project while adhering to an approved budget and timeline. This blueprint will guide the entire project from ideation to fruition and will include the scope of the project, resources necessary to complete it, anticipated time and financial requirements, strategy for communication among relevant stakeholders, plan for execution and documentation, and proposal for follow-up and maintenance. If the project has not yet gained approval, this plan will serve as a critical part of the pitch to key decision makers.

2. Leading-

An essential part of any project manager's role is to assemble and lead the project team. This requires excellent communication, people, and leadership skills, as well as a keen eye for others' strengths and weaknesses. Once the team has been created, the project manager assigns tasks, sets deadlines, provides necessary resources, and meets regularly with the members. An ability to speak openly and frequently with all stakeholders is critical.

3. Execution-

The project manager will participate in and supervise the successful execution of each stage of the project. Again, this requires frequent, open communication with the project team members and stakeholders.

4. Time management-

Staying on schedule is crucial to the successful completion of any project. Time management is therefore one of the key responsibilities of a project manager. When derailments arise, project managers are responsible for resolving them and communicating effectively with team members and other stakeholders to ensure the project gets back on track. Project managers should be experts at risk management and contingency planning so they can continue moving forward even when roadblocks occur. To help this step, many project managers use the following three-step controlling process

- **Measure:** Keep a strict vigil on the progress of the project
- **Evaluate:** Determine the root causes of deviations
- **Correct:** Make appropriate corrections to address the issue of deviation

5. Budget-

Project managers are tasked with devising a budget for a project, and then sticking to it as closely as possible. If certain pieces of the project end up costing more (or, in a perfect world, less) than anticipated, project managers will be responsible for moderating the spend and re-allocating funds when necessary.

6. Documentation-

A project manager must come up with effective ways to measure and analyze the progress of the project to ensure it is developing as planned. A couple common strategies for documenting a project include data collection and verbal and written status reports. Further, it is a project manager's job to make sure that all relevant actions are approved and signed off on, and that these documents are archived for future reference.

7. Maintenance-

Just because a project has been completed doesn't mean the work ends. There needs to be a plan for ongoing maintenance and troubleshooting. That's where a project manager comes in: He or she will devise methods for properly supporting the final deliverable going forward, even if he or she is not directly overseeing the day-to-day operations of the initiative.