Project Manager Description and Required Skills

A project manager is a systems analyst with a diverse set of skills, responsible for initiating, planning, executing, and closing down a project. This role involves managing a planned undertaking of related activities to reach an objective with a defined beginning and end.

Types of Skills a Project Manager Should Possess:

1. Leadership Skills: A) Influencing activities of others towards a common goal. B) Utilizing intelligence, personality, and abilities to lead. C) Communications. D) Liaison between management, users, and developers. E) Assigning activities. F) Monitoring progress.
2. Management Skills: A) Defining and sequencing activities. B) Communicating expectations. C) Assigning resources to activities. D) Monitoring outcomes.
3. Customer Relations Skills: A) Interpreting system requests and specifications. B) Site preparation and user training. C) Serving as a contact point for customers.
4. Technical Problem Solving Skills: A) Interpreting system requests and specifications. B) Defining activities and their sequence. C) Making trade-offs between alternative solutions. D) Designing solutions to problems.
5. Conflict Management Skills: A) Problem solving. B) Smoothing out personality differences. C) Compromising. D) Goal setting.
6. Team Management Skills: A) Communication within and between teams. B) Peer evaluations. C) Conflict resolution. D) Team building. E) Self-management.
7. Risk and Change Management Skills: A) Environmental scanning. B) Risk and opportunity identification and assessment. C) Forecasting. D) Resource redeployment.

Here are three activities of a project manager along with the associated skills:

1. **Activity: Leadership**

Skills: **Communications**: The ability to clearly convey project goals and expectations.

**Liaison between management, users, and developers**: Ensuring seamless communication

between different stakeholders. **Assigning activities and monitoring progress**: Effectively

distributing tasks and tracking project status.

1. **Activity: Management**

Skills: **Defining and sequencing activities**: Breaking down the project into manageable tasks and organizing them logically. **Assigning resources to activities**: Allocating resources efficiently to maximize productivity. **Monitoring outcomes**: Regularly assessing project progress against set objectives.

1. **Activity: Customer Relations**

Skills: **Interpreting system requests and specifications**: Understanding customer needs and documenting them accurately. **Site preparation and user training**: Ensuring that customers are prepared for and can effectively use project deliverables. **Contact point for customers**: Serving as a primary point of contact for addressing customer queries and concerns.

**Project Charter:** A project charter is a foundational document that outlines the project's objectives, scope, stakeholders, and overall approach. It is typically prepared during the project initiation phase and serves as a formal authorization of the project. The charter marks the beginning of a project by recording and summarizing the initial scope, objectives, and stakeholders.

**Elements of a Project Charter**

The elements that may be included in a project charter are as follows:

1. **Project Title and Date of Authorization**:
   * The official name of the project. The date it was approved or authorized.
2. **Project Manager's Name and Contact Information**:
   * Details of the project manager responsible for the project.
3. **Customer's Name and Contact Information**:
   * The client or customer sponsoring the project.
4. **Projected Start and Completion Dates**:
   * The planned timeline for the project's beginning and end.
5. **Key Stakeholders, Roles, and Responsibilities**:
   * Identification of all stakeholders involved and their roles in the project.
6. **Project Objectives and Description**:
   * A clear statement of what the project aims to achieve. A brief overview of the project scope and deliverables.
7. **Key Assumptions or Approach**:
   * Any critical assumptions made at the outset. The general methodology or approach to be used.
8. **Signature Section for Key Stakeholders**:
   * Formal sign-off from stakeholders to ensure agreement and commitment.