General tasks that any good project manager can expect to perform on a daily basis. These include:

* **Communicating with team members**
* **Communicating with key stakeholders**
* **Issue identification and resolution**
* **Budgeting**
* **Time management and approval**
* **Team-building**

Skills and attributes needed to be a project manager:

* Establish a good working relationship with the [Senior Responsible Owner](https://www.finance-ni.gov.uk/articles/roles-and-responsibilities-senior-responsible-owner)
* Direct, manage and motivate the project team
* Develop and maintain an agreed project plan and detailed stage plans
* Understand and apply [business case](https://www.finance-ni.gov.uk/articles/programme-and-project-business-cases) and risk management processes
* Tailor expert knowledge to meet specific circumstances
* Plan and manage deployment of physical and financial resources to meet project milestones
* Build and sustain effective communications with other roles involved in the project
* Apply quality management principles and processes

**Project management skills:**

Effective project managers need more than technical know-how. The role also requires a number of non-technical skills, and it is these softer skills that often determine whether a project manager — and the project — will be a success. Project managers must at least have these [seven non-technical skills](https://www.cio.com/article/2389129/project-management/project-management-7-must-have-project-management-skills-for-it-pros.html):  leadership, motivation, communication, organization, prioritization, problem-solving, and adaptability.

Highly effective project managers:

* become a strategic business partner
* encourage and recognize the valuable contributions of others
* respect and motivate stakeholders
* stress integrity and accountability
* are fully vested in the success of the project
* are able to “work in the gray”

**PROJECT WRAPUP:**

The Project Close Out process is performed once the project objectives have been met. The first step is acceptance based upon predefined success criteria. The second step is the undertaking of a post-mortem review to specify lessons learned and to identify/resolve any outstanding issues.