

What does being a PM require?

Skills

Responsibilities

Situational leadership

Traits

- Detail Oriented
- Organized
- Good Time mgmt
- Diplomatic (ability to say right things during a crisis)
- Motivational
- Proactive
- Understand the appropriate project life cycle
- Able to balance several things at once
- Able to juggle diff pieces of a puzzle
- Empathy
- Ability to work with people
- Ability to connect Relationship skills
- Communication
- Staying on top of everything
- Value of people around you

Soft skills

Personality traits

Interpersonal skills

Attitudes

Not readily quantifiable

Categories

Proficiencies

- Research
- Analysis
- Negotiation
- Report writing

Competencies

Mindsets

- Overall mental attitude
- Leadership
- Goal oriented
- Critical thinking
- Collaboration
- Problem solving
- Self-motivated
- Creative
- Detail oriented
- Able to task switch

Traits

1. Communication
2. Time management
3. Public speaking
4. Decision making
5. Relationship building

Recap

In this video, you learned that project management requires many soft skills, including:

- Proficiencies in research, analysis, negotiation, report writing, and presentation
- Competencies such as written and oral communication, time management, public speaking, decision-making, and building effective relationships
- Traits such as self-motivation, creativity, detail orientation, and task-switching
- Mindsets characterized by leadership, goal orientation, critical thinking, collaboration, and problem-solving

goal orientation, critical thinking,
collaboration, and problem-solving.

Technical Skills

Recap

- In this video, you learned that:
- There are many technical skills that may be expected of a project manager. These largely fall into several categories.
- Project management methodologies and processes such as project lifecycles and executing project planning processes.
- Business administration and management such as budgeting and KPIs.
- Software and information technology such as collaboration tools, productivity suites and project management tools.
- Additional skills required for IT project managers include incident management, monitoring, quality management, and cybersecurity.

Additional skills required for IT project managers include incident management, monitoring,

Leadership and Interpersonal Skills

Recap

In this video, you learned that interpersonal and leadership skills help project managers to:

- Work more effectively with team members and stakeholders. In addition to the managerial skills that help project managers work with budgets, resources, and schedules, leadership skills help project managers inspire a team to work towards a shared vision.
- Some of the interpersonal skills needed for leadership in project management include communication, team building, motivation, trust building, and conflict management. There is no single best way to utilize these skills, and project managers benefit from having a variety of styles that they can draw on to lead a project.

PM Responsibilities

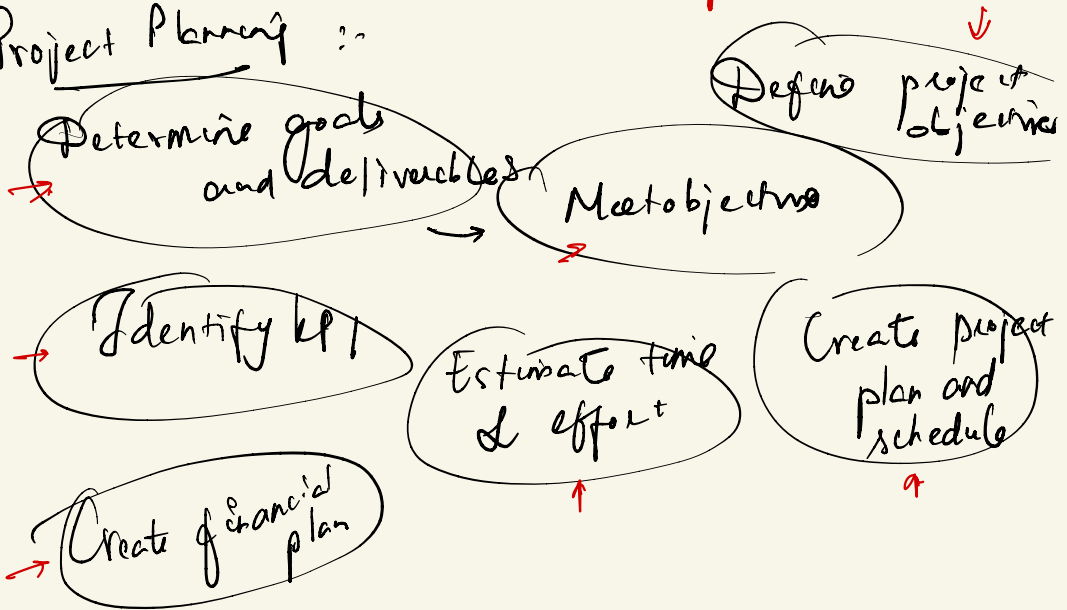
Responsibilities & tasks:

- Planning ✓
- Execution ✓
- Monitoring ✓
- Reporting ✓
- Post-project evaluation ✓
- Closing ✓

Tasks

↓
Definable piece
of work
assigned to
(or) expected
out of PM

Project Planning :



Project execution

Create, disperse and maintain

Accountability
matrix

Resource
utilization
plans

Risk
management

Issue
management
+ tracker

Monitor & report:

Monitor
project
resources

Report project
status

Communication

Project dashboards

Meetings with
stakeholders

Track
resources
and costs

Evaluation & closing

Assess
project
performance

Project info
management

Evaluate KPI

Post project
report

Package &
archive

Reward
team members

Efficiency

Effectiveness

Identify strengths
& weaknesses

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Module 3 Summary: What does being a project manager require?

- Soft skills are more intangible than technical skills and may include qualities such as personality or attitude. Soft skills are not as readily quantifiable or able to be taught as technical skills, but they can be developed and improved.
- Useful technical skills for project managers include project management methodologies and processes, business administration and management, and software and information technology.
- Useful soft skills for project managers include research, analysis, written and oral communication, time management, decision-making, self-motivation, task-switching, and problem-solving.
- Interpersonal and leadership skills allow project managers to work more effectively with team members and stakeholders. Skills such as communication, team building, and conflict management help project managers inspire a team to work towards a shared vision.
- Project managers are responsible for project planning, execution, monitoring and reporting, post-project evaluation, and project closing. Project managers fulfill these responsibilities by performing tasks such as budgeting, assessing risk, evaluating key performance indicators, and many more.
- A typical day in the life of a project manager usually involves communications and calendars. They often attend a daily standup meeting and other meetings such as a sprint review, sprint retrospective, or project status meetings.
- Many soft and technical skills found in other positions such as time management, writing well, good verbal communication, and leadership transfer well to project management.

[Go to next item](#) ✓ Completed

Project Manager

- Technical skills
- Soft skills
- Interpersonal & leadership skills.

