

Project Manager Responsibilities

As a project manager, you must manage all aspects of the project. Among them, attention to detail, teamwork, organization, demonstrating a broad view and communications. These skills are core to the 5 Project Management Process Groups.

You will also have to recognize and measure the risks that are likely to impact your project throughout its lifetime. If you keep them in mind, you will be able to prevent unwanted consequences.

Essential Project Management Tasks

- Defining the project management scope;
- Planning and sequencing project-related activities;
- Planning resources and developing schedules;
- Engaging the stakeholders in the new project;
- Time and cost estimations;
- Budget planning;
- Preparing the necessary documentation;
- Risk analysis and management;
- Tracking and reporting progress;
- Team building and leadership;
- Supplier relationship management;
- Quality control.

Main Project Management Responsibilities

A job like ours comes with responsibilities. Although many of these responsibilities vary with the specifics of the industry, company or project, some are common to all niches. They can be structured starting from the four main functions of a project manager: planning, organizing, leading, and controlling.



Planning

One of the most common project manager responsibilities, planning will be one of your critical duties. Establishing the main course of action, the key players and the estimated time limits are an integral part of the planning process. Some of your key planning duties will include:

- Setting out the baseline project scope;
- Developing the master plan and schedule of the project;
- Developing procedures and policies capable of supporting the fulfillment of the project goal.



Organizing

You will need to set up the team structure to carry out the project, taking into account the existing structure of the company. As such, some of your main duties will be:

- Identifying the team members' roles and responsibilities;
- Don't forget to identify your project manager responsibilities to the team;
- Identifying the outsourced services to be provided;



Leading

Leading the project will be your biggest challenge and opportunity. You will have to put together an impressive array of skills, including communication, ability to motivate your team members, negotiation, and conflict solving.

At this stage, your project manager responsibilities will be:

- Defining the team direction;
- Assigning tasks to your team members;
- Finding incentives to motivate your team;
- Coordinating the various activities performed by the main players.



Controlling

Controlling

In the final stage of the project management process, you will measure the project progress, assess any deviations from the original plan and take corrective actions where appropriate.

Some of your main controlling tasks will include:

- Monitoring and reporting the project progress;
- Determining the root causes of deviations and taking the necessary corrective actions.

Of course, these project manager responsibilities are easier to assume than to maintain. If at a particular point along the way you find yourself in difficulty, don't hesitate to contact me. Two heads are always better than one!