

PROJECT MANAGER ROLES & RESPONSIBILITIES

- ✓ Directs the project as if it is his or her own business
- ✓ Is fully accountable for the project
- ✓ Applies lessons learned from past projects
- ✓ Ensures that project roles and responsibilities are well defined
- ✓ Leads the project planning activities
- ✓ Leads the project tracking and problem management activities
- ✓ Promotes project management best practices
- ✓ Manages the project to an acceptable level of risk by balancing scope, time, cost and quality
- ✓ Manages daily to the project's top three priorities
- ✓ Empowers others: drives decision making to lowest level reasonable
- ✓ Ensures the proper level of client involvement
- ✓ Is a catalyst to resolve project problems and conflicts
- ✓ Ensures project status is timely communicated to project stakeholders
- ✓ Enforces effective change control
- ✓ Promotes good working relationships
- ✓ Makes things happen.

“Ideas to help you become more successful”

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This subject is discussed in the book, *Neal Whitten's No-Nonsense Advice for Successful Projects*,
by Neal Whitten, published by Management Concepts © 2005.