Project Managers

What is a project manager (PM)? A PM is responsible for the initiation, planning, monitoring, and execution of a project. They set goals and hold their employees (team members) accountable for those goals through regular group meetings and "check-ins" with each person.

Important Information:

Each team should have only <u>ONE</u> project manager.

PM's must be highly motivated, organized, problem solvers, have strong communication skills, and should be willing to call out team members who get off track. PM's should be willing to jump in and motivate or assist if someone in the group falls behind.

Responsibilities:

Assign team roles (based on the strengths, weaknesses, and skills of your team members)

Fill out online application/charter (answers will be determined through research and collaboration but project manager can physically fill the form in).

Create a collaborative space your group can work in (Google docs, OneNote, Basecamp, etc.)

Research target audience

Set goals

Create a deliverables to-do list (include dates and who is responsible for the tasks)

Document business requirements (functional and non-functional)

Create PowerPoints/Prezi for your group presentations

Hold group meetings to monitor progress and motivate team members

Fill out report out sheets based on regular "check-ins" and team meetings

Edit/proofread documents other members create

Check in with each member regularly

Upload deliverables to basecamp- organize basecamp folders in the docs & files section

Verbal and written warnings, followed by firing of any employees not fulfilling their role (see sample write up on the following page).

Ensure the job gets done!

*Project manager responsibilities can vary depending on how many total team members there are. Other responsibilities may include but are not limited to: creating marketing plan, use cases, design, and concept planning.

Helpful Resources

Sample Employee Discipline Form:

Employee Name: _____ Date: _____

The purpose of this written warning is to bring to your attention ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action.

REASON(S) FOR WARNING:

CORRECTIVE ACTION(S) REQUIRED:

This warning is so you understand and acknowledge the corrective action required. If you do not adhere to the corrective action(s) above you will be terminated from our group project and in turn, have to find another group to "hire" you or work individually while still meeting all project requirements and deadlines.

PM Document Tutorials

Project Plan

Business Requirements

Use Cases

Marketing Plan