

Project Managers plan, coordinate, monitor, and complete assigned or approved projects. They perform activities related to developing and finalizing project plans, coordinating assignments, ensuring resources are sufficient and suitably deployed, and tracking project progress relative to milestones and goals. Project Managers often serve as the hub of communication for diverse or cross-functional project teams to make certain that appropriate progress is being made and projects are completed according to requirements. They are usually in the unique position of having responsibility for driving progress without having official authority over project participants.

### Example positions

Project Manager, IT Project Manager, Construction Project Manager, Construction Project Head, Project Leader, Coordinator, Program Manager, Production Control Manager, Production Manager, Production Crew Supervisor

## COMPETENCIES

**Process management** – Project Managers take a systematic approach in contributing to making the company’s workflow more effective, efficient, and capable of adapting to an ever-changing environment.

**Quality focus** – Project Managers ensure that all work in one’s own area of the business, throughout the organization, by vendors, suppliers, etc. is performed with excellence and to high standards for quality and integrity.

**Information seeking** – They are driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing for exact information; resolving discrepancies by asking a series of questions; or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

**Planning and priority setting** – They identify the priorities, processes, and practical actions that are necessary to achieve an objective or an idea. This requires developing detailed action or project plans, including objectives, accountabilities, time frames, standards, review stages, and contingencies.

**Communicating** – They provide the information required by others in a concise, direct, and unambiguous way. They perceive how the message affects the receiver and strive to ensure that the receiver clearly understands the specifics and function of the message.

**Negotiating** – They identify key bargaining points for all parties and work effectively toward win-win solutions.

**Organizational savvy** – Project Managers gather and accurately assess information related to the organization’s formal and informal communication channels and power relationships.

### Representative behaviors

- Determines the necessary processes to accomplish goals
- Demonstrates great attention to detail
- Asks insightful questions of others in order to gain deeper understanding of issues
- Coordinates resources to accomplish goals
- Readily shares information with the appropriate people in a timely manner
- Promotes give-and-take conversation to find common ground
- Leverages informal relationships and communication channels within company, with a clear sense of their organizational impact



