First-time project manager

Marta Pawłowska-Nowak, PhD Eng.

INTRODUCTION

First-time project manager can be a challenging role, but with the right preparation, for sure you can succeed. This presentation will cover the essential skills and strategies needed to become an effective project manager.

UNDERSTAND THE PROJECT SCOPE

As a first-time project manager, it's important to understand the project scope before you start. This means defining the goals, timeline, budget and resources needed to complete the project. You can use a dedicated project management tools like Trello or Asana to keep track of tasks and deadlines.

COMMUNICATION IS KEY

Communication is key when it comes to successful project management. Keep stakeholders informed of progress and any issues that arise. Use clear and concise language and be receptive to feedback. Regular check-ins can help ensure everyone is on the same page.
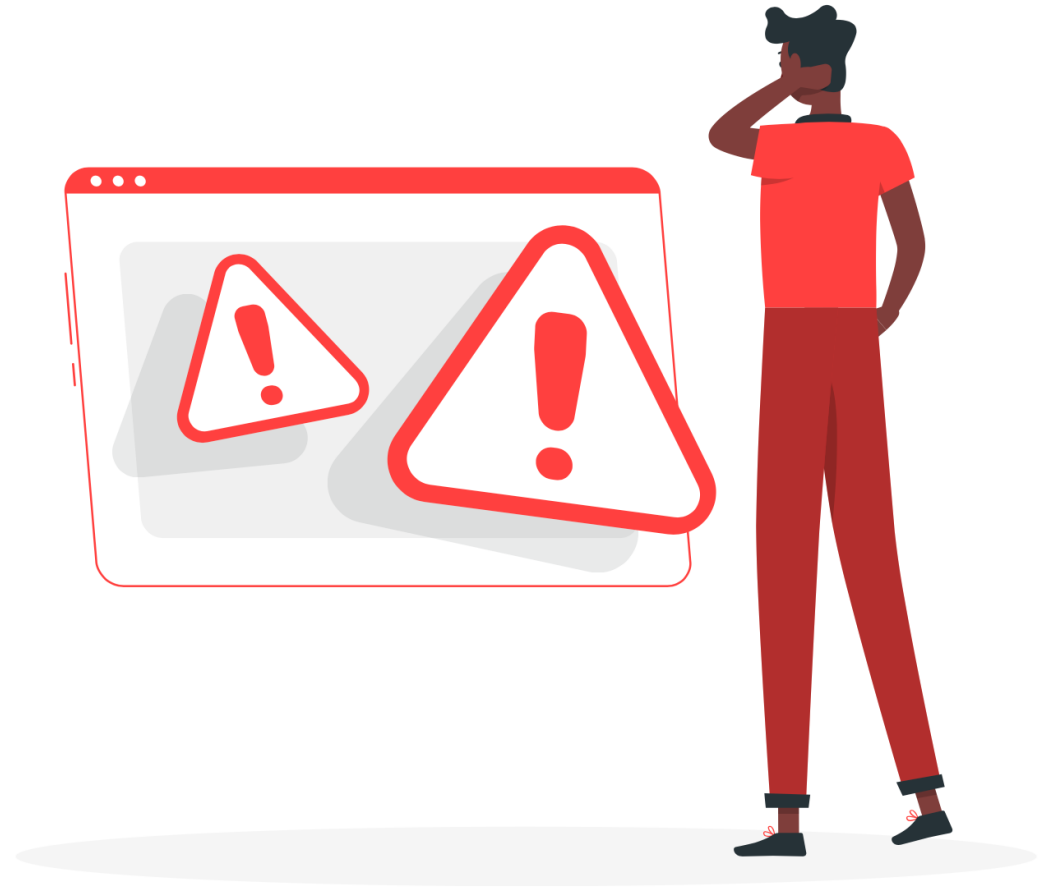
MANAGING RESOURCES

One of the most important skills for a project manager is managing resources effectively. This includes allocating time, budget and personnel to ensure the project stays on track. Consider using a resource management tool like Gantt chart to help with planning and scheduling.

RISK MANAGEMENT

Risk management is a key aspect of project management. Identify potential risks early on and put plans in place to mitigate them. Regularly assess and update the risk management plan as the project progresses.

CONCLUSION

Being a first-time project manager can be challenging, but with the right skills and strategies, anyone can succeed. Remember to communicate effectively, manage resources wisely, and regularly assess risks. Good luck!

Thanks!

Do you have any questions?

marta.pawlowska-nowak@put.poznan.pl