Project management

Definition *– plans and implements a task to a required specification and standard within timeframe, managing resources of time and/or people.*

Positive behaviours and characteristic of an effective project manager

• Clarifies task and communicates this to others as required.

• Is able to plan and prioritise work of self and others and makes adjustments as necessary.

• Asks people for guidance when deciding which tasks are the most important.

• Incorporates contingencies into the planning process, foreseeing blocks to progress.

• Sources and allocates resources as required.

• Budgeting.

• Sets objectives and key performance measurements for self and others to ensure plans are followed and results are achieved.

• Arranges regular review meetings with appropriate parties.

• Organises time and workload efficiently to get all the work completed.

• Plans tasks in advance to meet deadlines.

• Focuses on agreed priorities, dealing quickly with distractions.

• Sees the impact of their own actions on circumstances and improves effectiveness where possible.

Your evidence

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