A Day In the Life of a Project Manager

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Abstract: Project management is a dynamic and multifaceted role that requires balancing strategy, communication, and execution – all while adapting to constant change. This session will take you through a typical day in the life of a project manager, highlighting key responsibilities such as stakeholder management risk assessment, team coordination, and decision making. We'll explore the challenges and unexpected situations that arise, as well as strategies for staying organized, maintaining team momentum, and delivering value. Whether you're an aspiring project manager or a seasoned professional, this session will provide insights, practical takeaways, and real-world examples to help you navigate the fast-paced world of project management with confidence.

Starting the Day

Planning & Prioritization
- Reviewing schedules, tasks, and priorities
- Checking emails and project updates
- Setting goals and aligning with teams
- Planning a new project
  - Clarify the WHY
  - What: Define what is included (and what's not)
  - Who: Identify stakeholders, establish roles & responsibilities
  - When: Create timeline
  - How: Budget & quantifiable measures of success

TOP 5 ITEMS for TODAY

Checklist
- ☑ New project: Draft Proposal
- ☑ New project: Work on OKRs
- ☑ Current project: Status report
- ☑ Current project: Test planning
- ☑ Current project: Road show

Mid-Morning: Meetings & Communication

Keeping Teams Informed
- Daily stand-ups or team check-ins
- Stakeholder meetings and progress updates
- Managing expectations / addressing concerns
  - Use shared docs to drive collaboration
  - Color-code agenda: green=info, blue=discussion, red=decision
  - Action items: who and when
  - Status reports: keep simple and automated

After Lunch: Project Execution & Team Collaboration

Driving Project Success
- Stay on track
- Keep team aligned
- Deliver with confidence
  - Set clear goals & scope
  - Create a plan for the team to execute
  - Hand out task assignments
  - Foster team collaboration
  - Monitor progress & adjust early

Late Afternoon: Risk & Change Management

Risk Management & Change Management
- Define risks early & revisit often
- If something happens that is not on your risk list – add it and adjust
- Prioritize by impact & likelihood
- Have response plan ready with owners
- Establish change control process
- Assess impact thoroughly
- Communicate transparently