

Project Manager (PM) Responsibilities

1. Scheduling weekly team meetings.
2. Using input received from team members, the PM prepares and distributes a meeting Agenda in advance of each meeting.
3. The PM chairs the meeting and keeps the team on task within the meeting time constraints. The PM takes notes during the meeting and wraps up with a verbal summary, thereby confirming what was discussed, what was completed, action items going forward and opening the floor for team members to clarify meeting results or ask questions.
4. The PM steers the team to create clear and attainable objectives and sees them through to completion. This involves defining the scope of the project and managing time, people and resources. An effective PM strives to bring out the strengths in people so as to maximize their potential and the overall quality of the project.
5. Within 24 hours of each meeting, the PM prepares and distributes Minutes or a Summary Email. Agendas, Minutes and any other key documentation are journaled regularly.
6. In May, at the **REDEVELOP Challenge Ice Breaker**, the PM will present the journal to the team for signature, acknowledging that the journal accurately documents the project progress, from planning to completion.

In short, the PM keeps the team accountable during the life cycle of the project, but in the end, is accountable to the team in connection with accurately documenting that cycle.

Tips for Running Effective Meetings

Email an agenda 24 hours in advance.	Arrive 5 minutes early	Start and end on time. 
Come prepared	No smartphones. 	
Share all relevant data. 	Stay on topic. Be brief and concise.	No interrupting.  Silence = agreement
No side conversations or comments 	Disagree without being disagreeable 	Challenge ideas rather than people.
Follow-up by email within 24 hours. 		