

Project Manager (PM) Responsibilities

1. Schedule weekly team meetings.
2. Use input received from team members to prepare and distribute a meeting Agenda in advance of each meeting.
3. Chair the weekly meeting and keep the team on task within the meeting time constraints. Ensure notes are taken during the meeting and wrap 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. Steer the team to create clear and attainable objectives and see 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. Ensure the team communicates effectively about expectations and deadlines. Expectations include tasks to be completed, communication response time, level of engagement during meetings, when to say no (workload balance), etc.
6. Prepare and distribute Minutes or a Summary Email within 24 hours of each meeting. Collect Agendas, Minutes and any other key documentation regularly and be ready to add them to the Team Journal (template given at beginning of year).
7. 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.		Bring paper and a pen.
Share all relevant data.	Stay on topic.	No interrupting.	
	Be brief and concise.	Silence = agreement	
No side conversations or comments		Disagree without being disagreeable	Challenge ideas rather than people.
	Everyone participates.		
Follow-up by email within 24 hours. 			