



# pmadvice

This is a **FREE** "The PMadvice Programme & Project Overview" provide by PMadvice.

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This is Section 1 taken from the PMadvice book

**"PMadvice – Training & Coaching IT Programme & Project Managers"**

**ISBN: 142516009-3**

Buy Book: <http://www.trafford.com/07-2722>

We hope you find this guide useful. The PMadvice book is your chance to get 20 years experience at your finger tips, you can purchase the book online from all major online book stores and the PMadvice Website.

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**Section 1 – Management Skills**

**THE MUST HAVE BOOK  
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

## 1. Management Skills

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### 1.1 Introduction

The role of a Project Manager is very different to that of a team leader or general managerial position.

You are tasked with achieving a particular objective in a specific timeframe; at the outset the perception is that this is achievable and the work just needs to be organised and completed. This all sounds straightforward, but at the outset, the scope, budget available, detailed requirements, detailed design and the resources available in both people and hardware/software is not clear. So, your task is to manage the successful delivery of something that is unclear and not fully understood.

To achieve this you will need to be able to understand, at all levels, the work required in initiating the project and delivering the objectives within the timeline. In doing this you will personally need to be highly pro-active, reactive, flexible and aware of potential risks and actual issues. You will need to communicate in a clear and concise manner, and be aware of the high level view and the detail as required.

This section will take you through the following sub-sections:

- Your Environment
- Role of Programme Manager
- Role of Project Manager
- Team Management
- Time Management
- Resource Management
- Planning
- Utilising Team Skills
- Remaining Unbiased
- Personality Clashes
- Gaining and Giving Trust
- Using Facts
- Seeing Believes
- Hiding the Issues
- Reporting
- Responsibility
- Positive Vibes
- Decision Process
- Looking after the Team
- Working in Credit
- Working with 3rd Parties

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- pmadvice**
- What has Happened, Will Happen, Reasonably Expected to Happen
  - Leading by Example
  - Take Time to Think
  - Quality Control & Assurance
  - Golden Rules of Management

### 1.2 Personal Management

As a Project Manager you carry a lot of responsibility for the successful delivery of the programme or project. To make your role as easy as possible there are a number of things you can do to arm yourself...

**Note:** To get your hands on 20 years IT Programme and Project Management Experience, purchase the PMadvice Book, which covers the entire project lifecycle, providing priceless knowledge, valuable templates, guides, worked examples, management skills, troubleshooting and much more.

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