TMETRIC

The Ultimate Guide To Project Managers' Skills

The Ultimate Guide To Project Managers' Skills

According to the U.S. Bureau of Labor Statistics, the annual income for project managers was **$77,420** in **2020**.

It's been forecast that the demand for specialists in project management and business operations will have reached over **88** million by **2027.**

It means that for project managers, the good times are right now. But if we start with a question of what project management skills are, the answers won't be straightforward.

Listing all the project management skills is methodologically difficult because project management links to an extended glossary that evolved from the 1950s when The American Association of Cost Engineers (now AACE International) formed.

And the shift to remote work caused by the pandemic has marked a new era in workforce and project management. In particular, project managers' competencies include

- adjusting to team schedules based on flexible hours
- organizing teamwork in remote/hybrid work mode
- adapting to the dynamic environment
- collaborating across any device
- bringing together results of teamwork and autonomous work

- sharing and managing the project information
- playing leaderships role
- keeping functional boundaries by applying adaptive techniques
- providing democratized management
- staying result-oriented without overfocusing on inputs or metrics.

Hence, **project management skills** are competencies and capabilities that are essential for accomplishing a project from the stage of planning to the stage of analysis upon the project execution.

Below, there are skills that are part and parcels of project managers' competencies.

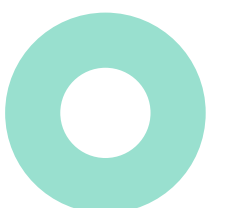# Skills of Project Managers from A to Z

Agility

Praying for a hierarchical organization with rigid structures is yesterday.

Modern norms dictate the shift to agility as the focal point in a business organization.

With the trend for accelerated digitalization in all business spheres, PMs embrace agility as a reliable **means of adjustment** to the fast evolvement of the work environment that demands the **integration of multiple activities** within a complex project.

Agility implies a quick mobilization of time and resources in changing scenarios.

Worth noting: Although agility is traditionally linked to organizing work on projects related to development, at present, scrum and agile project management systems find a wide usage beyond it because agility shows to benefit any industry and area of work including scientific research.

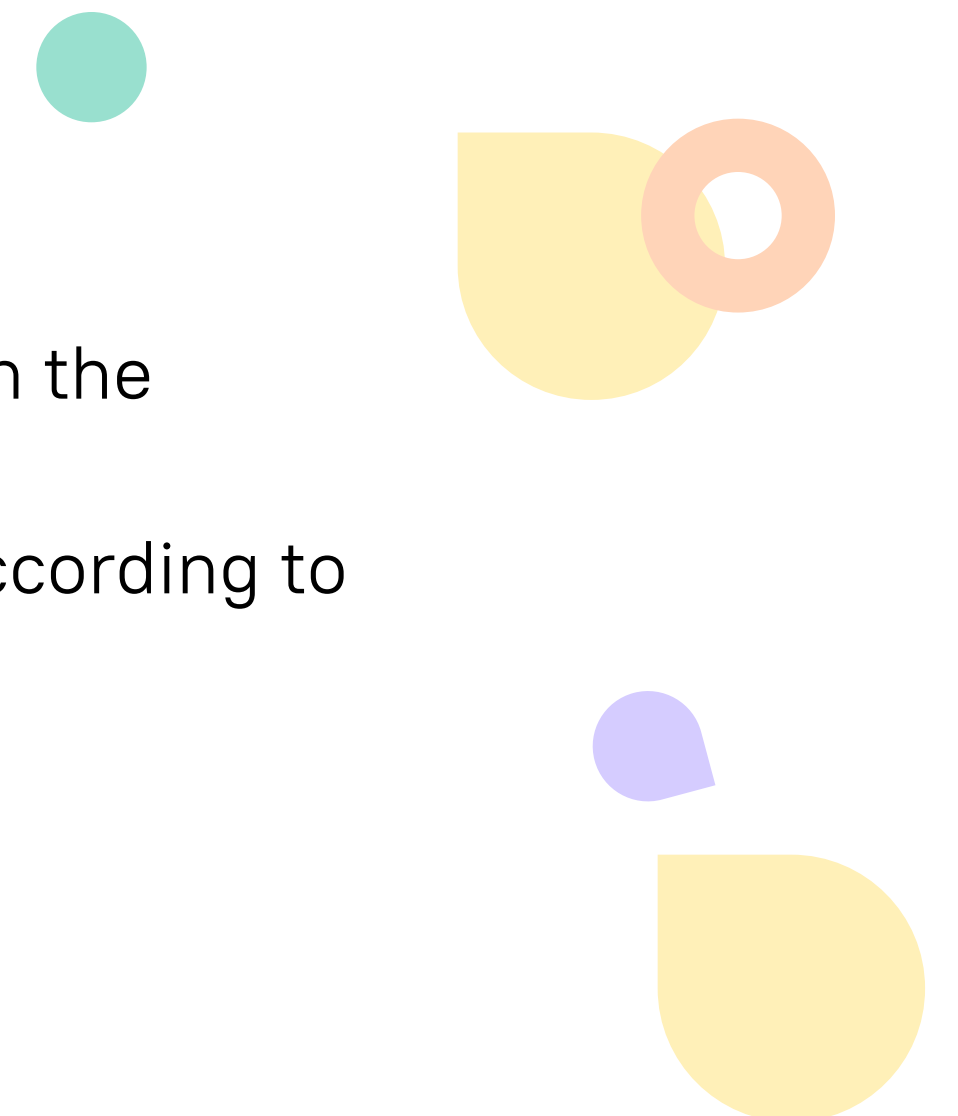# Skills of Project Managers from A to Z

Budgeting

Project managers estimate the project budget and monitor spending at all stages of the project lifecycle. Project budgeting implies keeping in mind a host of factors including:

- cost tracking
- quick response to cost overruns.

To ease the burden of **budget calculations** and tracking, there are project and time tracking tools with the functionality of budget set up and time and resource utilization.
In case of exceeding the budget, project managers can be immediately notified to adjust spending according to the objectives of the projects and planned project deliverables.
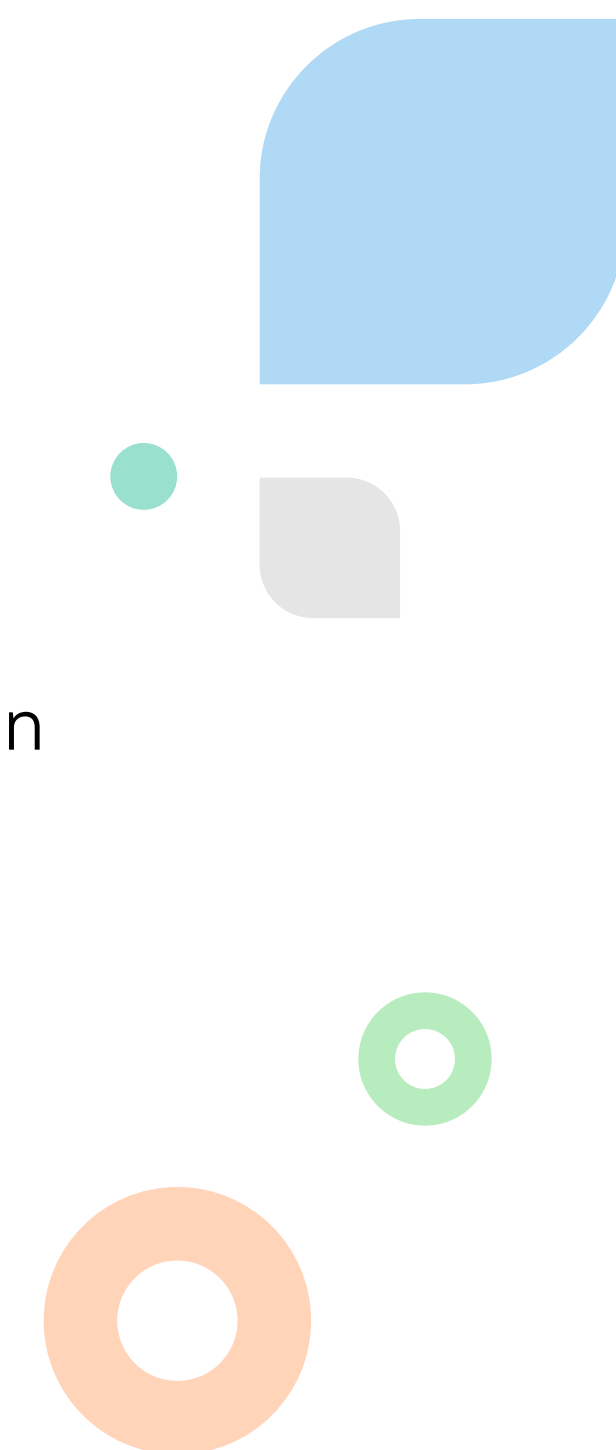
Skills of Project Managers from A to Z

Communication

The **communicative capabilities** of the project manager:

- determine the success of teamwork
- make a direct impact on employee turnover.

Needless to say that the communication in the team should be clear. Otherwise. it is an invite to miscommunication. Besides, a project manager delivers communication in such a way that it brings recognition of the work of each team member.

It's possible by stating their role rather than extending their work responsibilities without being credited for their work.

Skills of Project Managers from A to Z

Delegation

The belief in old adages like "If you want to do it right, do it yourself" can result in below-average performance or, in the worst-case scenario, exhaustion, and burnout.
Thus, to ensure that multiple project team deliverables are monitored and provided in time, project managers have to master the skills of delegation. They include understanding the rules of effective delegation and building the mechanisms of feedback.

Entrepreneurship

Project managers need to cultivate **entrepreneurs' mindsets**
as it enables them with understanding business
setup and helps:

- the ideas into actionable plans
- develop a sense of ownership
- minimize risks by careful calculations
- lead to the success of performed projects.

TMETRIC

Skills of Project Managers from A to Z

Forecasting

Project managers with good analytical skills and deep experience in a field are in great demand because they expand their expertise in terms of forecasting.

It implies that in addition to detecting and listing **project risk factors**, it assists:"z

- in predicting project outcomes with precision
- in fostering the success of upcoming projects.

Goal-orientation

Following the **goal-oriented framework** guarantees the timely achievement of tasks in projects of any complexity. Building project management around setting specific goals empowers teams with decision-making focused on actionable steps.

Furthermore, taking a goal-driven approach allows managers to put a shared vision of the project to practice by deploying agile techniques more actively.
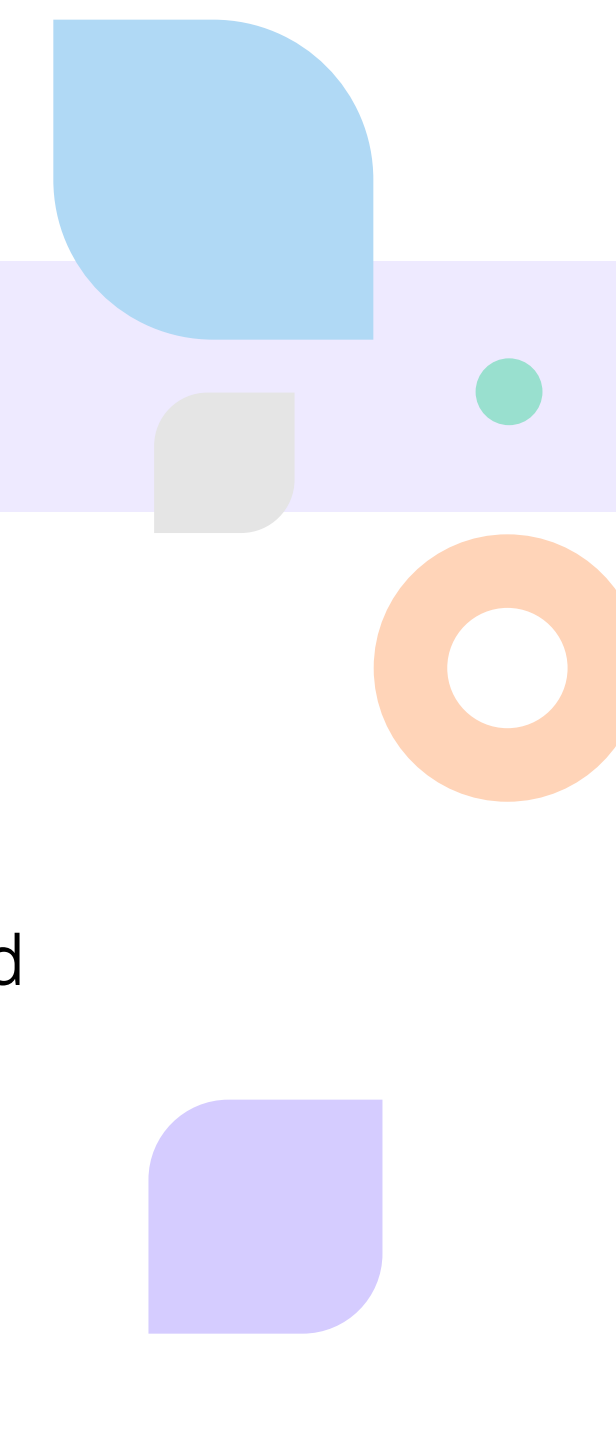
Skills of Project Managers from A to Z

Handling resource allocation

Project managers collect data and analyze resource allocation and spending for the purpose of **optimizing workflows**, and identifying areas for improvement within project execution.
It means they need skills related to handling finance and developing respective solutions.

Information management

At present, project realization involves processing information from multiple resources. A lack of **information filtering** might lead to the wreckage of workflows and increased risks in task performance.
To prevent information overload or mismanagement, project managers should have skills in information management including the organization of data, maintenance of project documentation, and its sharing and distribution.

Skills of Project Managers from A to Z

Just treatment

Just relations within a team stem from the ability of the project manager to make **fair and practical decisions.** The aspect of making timely decisions is also important due to the time-binding character of the project work in general and the tight deadlines of specific projects in particular. This soft skill can be mastered through practicing values over goals.

Knowledge based skills

A study conducted across industries has recently found that PMP-certified specialists earn 22% more than those without a certificate.
In project management, knowledge based skills imply:
- understanding the theory of the process
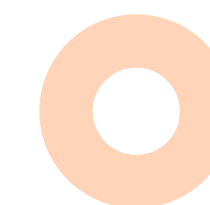- an ability to use the expertise of an industry in a specific situation.

Since the command of the subject deepens with **observations and studies**, the skills of this kind improve with experience.

Skills of Project Managers from A to Z

Leadership

In order to build a team and manage it effectively, leadership skills are essential. Project managers who excel in leadership can **articulate the project vision** and **organize the team** to accomplish the project goals in time

Mentorship

Teams, with the help of efficient project managers, achieve so much more. It requires strong **mentoring relationships** that are built around:

- clear instructions on tasks
- support and assistance
- identification of strengths and weaknesses
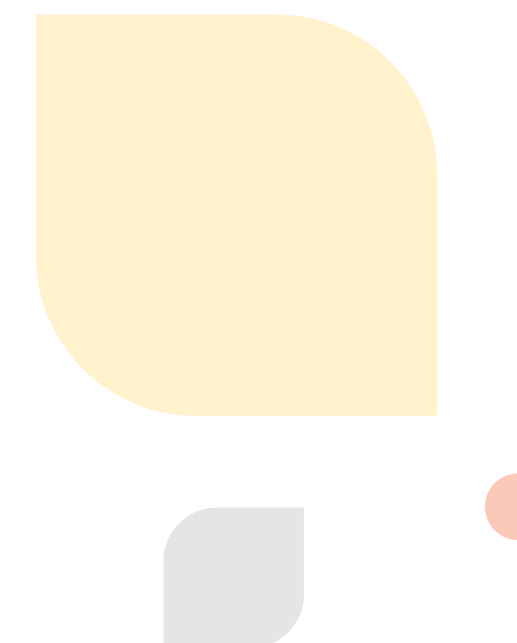- ongoing improvement of communication.

Skills of Project Managers from A to Z

Negotiation

Project managers need to be good negotiators for the purpose of productive teamwork and effective collaboration with clients.
Success in negotiation links to applying a **variety of tactics** that include:
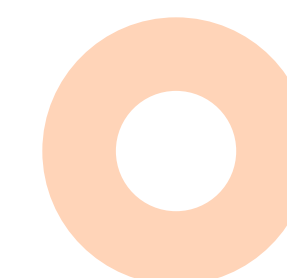
- setting and sharing your goals
- being flexible for better adaptability to changes
- mastering body language.

Openness

Aside from execution, in project management, it comes down to ideation, which is hardly possible without being **open to new concepts** whether it is about work methods or project performance.
The ideas are of special value prior to the stage of the implementation, and openness to new experiences and the stunning diversity of the world guarantees inspiration for a better project vision.

Skills of Project Managers from A to Z

Problem-solving

Solving problems is a key skill of project managers.
Otherwise, its lack will cause bottlenecks in the workflows and hinder project completion, and the productive relations with project teams are at the core of effective problem solving in project management.
They have a **profound effect** on how quickly and effectively project managers can solve problems.

Qualification

Project managers' qualifications imply not only **wide expertise** or vast experience in the particular industry but also:

- leadership qualities
- an ability to maintain teams' motivation, provide on-the-job training if needed, and monitor the project till completion.

Skills of Project Managers from A to Z

Resilience

The pandemic showed the value of resilience in times of crisis. Indeed, as a result of global shifts in the work environment and the increased role of remote work, project managers had to:

- calculate and forecast risks
- respond to challenges
- reduce disruptions.

Additionally, resilience in terms of project management implies being **proactive**, flexible, and focused on positive outcomes.

Strategic thinking

For project managers, it is vital they embed strategies that will prevent them from making badly informed decisions caused by a lack of project vision. Techniques that help improve this skill include: differentiation of cause and consequence in the process

- observation and reflection
- asking questions
- analysis of opposing concepts
- risk assessment

TMETRIC

Skills of Project Managers from A to Z

Time Management

Having a well-developed sense of **time allocatio**n and **utilization** is imperative.
To elevate the time management of the team working on the project and deploy technology in reaching project goals, PMs can apply time tracking systems like TMetric that are equally suitable for beginners and experienced managers.
Due to its wide functionality and zero stress in usage, time tracking covers all the project needs:

- automates time spent on each task
- integrates with project management tools
- syncs with calendars and improves scheduling
- allows teams to request time off directly from the time tracker

Velocity

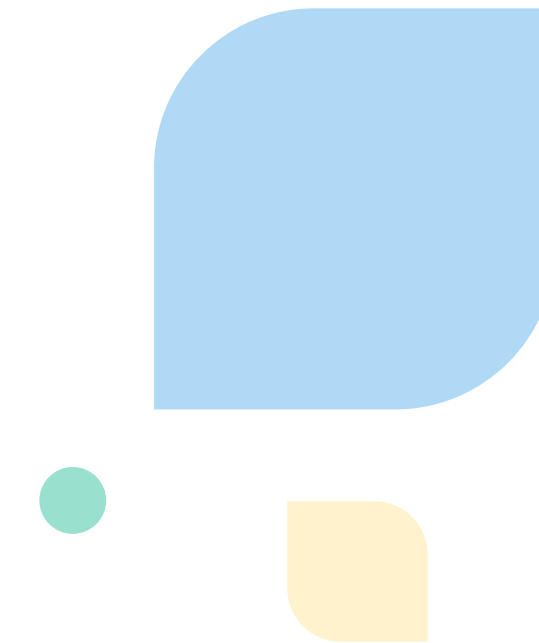For project managers, to **keep a high velocity** in team performance implies:

- meeting deadlines at all the stages of the project
- estimating how long it will take to complete a project
- defining the amount of work that team members can perform within a defined timeframe
- calculating the exact speed of the processes within a project.

TMETRIC

Skills of Project Managers from A to Z

Understanding

Closer **attention to employees' needs** increases the demand for project managers who can deliver the solutions for:

- prioritizing mental health
- better work-life balance
- diversity and inclusivity.

Worth recognition

Appreciating and rewarding teams is one of the most important aspects of building **recognizable corporate culture** and achieving sustainable business success.
Project managers need to master the ways of rewarding project teams as well as recognizing the potential of the team members individually. Worth recognition is based on a variety of 'microskills' that include:

- active listening
- building and maintaining feedback
- conducting retrospective meetings
- creating accountability
- promoting team members' interests.

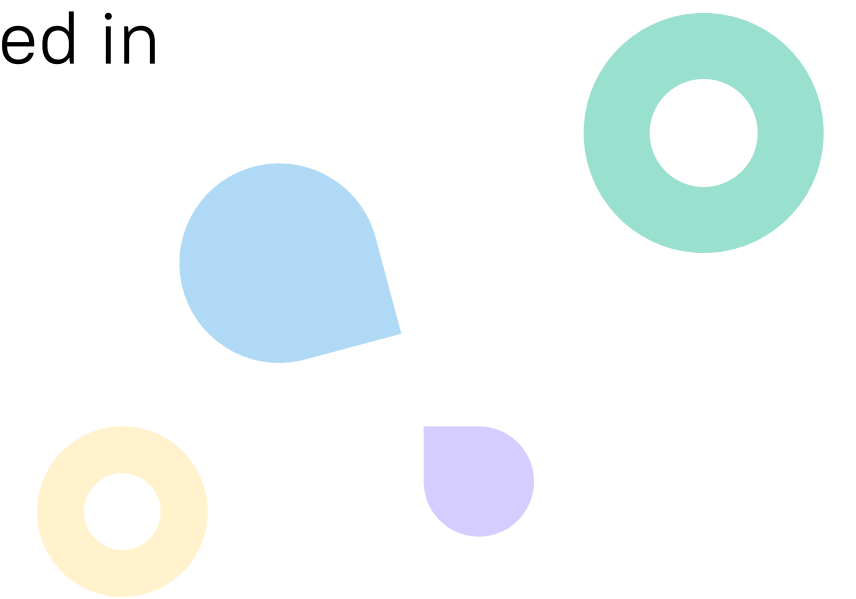TMETRIC

Skills of Project Managers from A to Z

X-networking

Cross-cultural collaboration became common under the conditions of remote work.
Yet, it requires skills and efforts to keep teams of different cultural backgrounds empowered and united in achieving project goals and prioritizing declared business values.
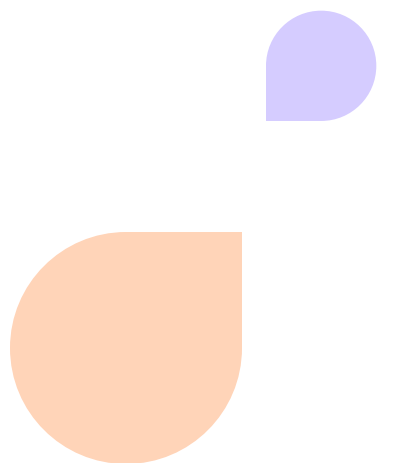Project managers can lead diverse teams with confidence once they:

- respect differences in individuals
- strive for acquiring vast experience in cross-cultural networking

Yes-attitude

By yes-attitude, we mean skills allowing project managers:

- to conduct brainstorming sessions effectively for the generation of new ideas
- to **encourage project team motivation** both intrinsically and externally by demonstrating a positive attitude and confidence in successful project completion.

TMETRIC

Skills of Project Managers from A to Z

Zeal

Zeal suggests **investing energy** in achieving your goals. The examples of zeal include all the cases when you see a person who is passionate about their work and pursuing objectives.

But in the light of raised awareness of employee burnout and a need for work life balance, we believe that adding moderation to being zealous is extremely effective for meeting the business needs.

Learn how to be a good project manager

The soaring demand for project management skills brought online courses offering various PM certifications to the forefront of learning.

Below, we list some of the top-recommended courses that meet the PMP (Project Management Professional) requirements.

They can be your successful start in mastering the PM skills and obtaining official professional recognition in the project management field.

Online PMP® Certification Training

- 35 contact hours
- instructor-led PMP certification lectures and webinars delivered by experts in PM
- explanations of concepts, examples from the real world, and interactive tests of knowledge
- $1995 per course (the registration for morning/afternoon/evening sessions is available)

PMP Exam Prep

- video-based learning with the certified instructors
- slides in PDF
- post-chapter tests
- as a bonus: PMP workbook, study guides, flashcards, templates, study plan, etc.
- $499 per course.

Learn how to be a good project manager

Project Management Fundamentals

- learning material introducing people, processes and business environment in terms of project management
- 6-hours bootcamp sessioning
- feedback from instructors upon submitting a sample project
- certificate of completion
- price upon request (with considerable discounts on flash sales).

Live Online PMP Class

- class materials from the Project Management Institute (PMI)®
- practice exam portal
- 35 Contact hours
- $1,498 (the price includes On-Demand PMP Foundation Course as a Bonus

Preparation for PMP® - Project Management Professional (PMP) ® Certification

- in-person instructor-led training
- learning materials on a full project lifecycle
- exam simulation
- Festo Academy certificate (an athorized training provider)
- € 1,900 (for complete path to get PMP certification)

PMP® exam prep course

- virtual instructor-led training
- 6 days, 36 hours
- 5 Modules with extensive coverage of PM topics
- a database of questions from PMI to simulate the PMP® exam (more than 200 questions)
- $474 per course

TMETRIC