

## Project Management for Beginners

### Project Management Skills – Beyond the Workplace

Now that you've entered the field of Project Management, you might be wondering – What value do my Learnings add to my personal development and the real world? Well, the best part about becoming a PMP® is that pretty much everything you learn can be applied professionally in any field you can think of and can also help improve your personal life and relationships. So, let's look at some examples of these very skills that will help elevate your personality and make your career soar.

1. **Communication Skills:** - It is said that Project Managers spend almost 90% of their time managing Communications on a Project – developing both Verbal and Non-verbal communication skills by practicing clear and succinct communication. This skill is valued in every industry, and understanding the importance of becoming an active listener will ensure you build better relationships with everyone you interact with. Enhancing your presentation and public speaking skills will also help you become more influential as a Leader. The best Leaders are great communicators, and developing this skill as a Project Manager will ensure you get a head start on your way to becoming one.
2. **Stakeholder Management:** - When we talk about the importance of communication, we must also understand who the recipient of each contact should be, along with the When, How, and Why of it. This brings us to examine the internal and external stakeholders that significantly impact the outcome of a Project. A Project Manager may even need to resolve conflict(s) between two or more Stakeholders; As such, it becomes imperative to create a stakeholder analysis matrix to group these stakeholders appropriately and actively manage them to ensure they do not impede the Project's progress. Think about your personal life and its key stakeholders – how can you manage them better?
3. **Planning:** - Whether you're preparing for a new product launch or a beach vacation, know that failing to plan is planning to fail, as the saying goes. For example, understanding the scope correctly, ensuring the relevant stakeholders are involved, and managing associated costs and potential risks, all in the needed level of detail, will dictate whether your endeavor will sink or swim. The importance of planning is perhaps the most underrated of all – and is a skill that can make a Project Manager a valuable asset for the Company. Planning well can help you become more organized, productive, and efficient and help you achieve your personal and professional goals.
4. **Cost Management:** - What is common between Project Cost Management and Personal Finance? Planning, Estimating, Budgeting, and Control are essential elements of both. The Project Manager needs to estimate and manage direct, indirect, fixed, and variable costs to ensure that at the time of launch, the Project is still beneficial to the Organization and delivers value. Creating a Budget is essential, but the challenge is monitoring it and ensuring there are no cost overruns.

5. **Leadership Skills:** - Last but not least, a Project Leader is; as the name suggests; a Leader at the forefront of a Project. They influence the rest of the Project Team to meet business-critical goals and objectives. Apart from being great communicators, Good Leaders are strategic thinkers who understand the value of well-motivated Teams. They will build an atmosphere of utmost respect and trust, Believe in honesty and transparency, make their team accountable for their actions, and above all, have a high emotional intelligence level. Is there any field today where these skills could be more desirable?

To summarize, these are some of the many transferable skills you will acquire as a Project Manager, adding value to your personal and professional life. So, keep your learning momentum strong and watch yourself transform into a more effective and efficient Project Management Professional!