

RESOURCE MANAGEMENT:

Tips for Maintaining Project Momentum Through the Holidays

1. ALIGNMENT

Most client-facing projects have Client PMs. In September, finalize how you and the Client's PM will [JOINTLY track October - January Time Away From Work \(TAWF\)](#).



2. PRIORITIES

Gather key stakeholders and discuss task priorities. Be inclusive. Project Sponsors to ICs have valuable insights PMs do not.



3. TASKS

Adjust and discuss proposed priority team member's tasks. Meet and review proposed holiday priorities, tasks, resource needs, and confirm known TAWF in the tracker.



4. STRAGGLERS

Step 3 "Shakes the TAWF Tree". More contributors will firm up TAWF plans. Expect approved leaves to shift as resources talk offline and swap TAWF dates. IC must submit final requests per policy, but you own tracking.



5. 2ND CHAIRS

Make sure all 2nd Chairs assigned holiday duty are fully competent or supported. Don't trust PMO Resource Planning to know - your 1st Chair needs to vouch for them.



6. FINAL REVIEW

PMs review final priorities, tasks, and resource needs with project owners and sponsors. Resources are approved and requested ASAP.



7. PRESENTATION

PMs finalize project plan updates. Convene a project team meeting covering approved priorities, tasks, and assignments using an updated project plan.



ABOUT THE AUTHOR

20 years leading HR Operations and Technology Projects. Currently freelance writing for diverse industries. [Blogging](#) for the [CIC-PMI](#) on all things pertinent, to success as a PM professional.



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