

Name _____

Leading the Way: A Day in the Life of an IT Project Manager

Short Answer Key

1. Organizational skills are vital because IT Project Managers need to keep track of project timelines, tasks, and resources. For example, they create detailed project plans to ensure that each team member knows their role and deadlines.
2. Risk management involves identifying potential risks that could impact the project and developing plans to address them. An example of a potential risk is unexpected changes in project requirements, which could lead to delays and increased costs.
3. IT Project Managers support their team members by providing guidance, removing obstacles, and ensuring they have the resources needed to complete tasks. This support is important for project success because motivated and well-supported team members are more likely to meet project goals.
4. Budget management is crucial because it ensures that the project stays within allocated financial limits. IT Project Managers monitor expenses, track spending, and make adjustments as needed to prevent budget overruns.
5. Adaptability is essential because the IT landscape evolves rapidly with new technologies and trends. IT Project Managers need to adapt to these changes to make informed decisions and keep projects aligned with industry standards.

