



Alina Jubea
2023149
Academic and
Employability
Skills
BMSW4001_L
ON



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

A close-up, high-angle photograph of several rolled-up architectural blueprints. The blueprints are white with black lines and text, showing various technical drawings and measurements. The rolls are arranged diagonally across the frame, creating a sense of depth and focus on the detailed plans.

Alina Jubea

My Aspirations to become a Project Manager

During my adult life I have always had an inherent passion for project management. Throughout this presentation I will explain the various skills required to be a successful project manager and will pinpoint the skills learnt at University and how these will assist in my plight to become a successful Project Manager.



So, what does a Project Manager do day to day?

- Ensure that the project is completed on time
 - Endeavor to make sure the project is completed within the budget
 - Ensure the project objectives are met
 - Oversee the project
 - Ensure the desired result is achieved
- (Target jobs , Project manager: Job Description)

What are the Project Managers Responsibilities and Duties?



Responsibilities and duties

- Leading the planning and implementation of projects.
- Defining a project's scope and goals.
- Planning and scheduling project timelines.
- Coordinating project staff.
- Resource planning and allocation.
- Quality assurance.
- Carrying out risk assessment.
- Managing project administration, including all documentation.
- Meeting budgetary objectives.
- Reporting regularly to senior management.
- Managing client relationships.
- Tracking project performance.
- Project evaluations and results measurement.

(Gooderham, C. , Project Manager job description





Skills

- 1. Communication
- 2. Leadership
- 3. Organization
- 4. Negotiation
- 5. Team management
- 6. Time management
- 7. Risk management
- 8. Problem -solving
- 9. Budget management
- 10. Motivation





- 11. Technical writing
- 12. Adaptability
- 13. Technologically savvy
- 14. Reporting skills
- 15. Active listening
- 16. Research skills
- 17. Interpersonal skills
- 18. Project management methodologies
- 19. Policy knowledge
- 20. Conflict management
- (Indeed (2021), '20 Skills Every Project Manager Should Have')



My Existing skillset:



Communication



Negotiation



Team
management



Time
management



Motivation



Research skills



Developed and Learned skills

- Time management
- Referencing
- Reflective Thinking
- Reading
- Academic Writing
- Online Learning

References:

Target jobs , 'Project manager: Job Description '
Available at: <https://targetjobs.co.uk/careers-advice/job-descriptions/278215-project-manager-job-description>

(Accessed: 28/03/2021)

Gooderham, C. , 'Project Manager job description'
Available at: <https://www.totaljobs.com/advice/project-manager-job-description>

(Accessed: 28/03/2021)

Indeed, (2021) , '20 Skills Every Project Manager Should Have' Available at: <https://www.indeed.com/career-advice/career-development/project-management-skills>

(Accessed: 29/03/2021)

University of Leeds, 'Academic Skills' Available at: https://library.leeds.ac.uk/info/1401/academic_skills

(Accessed: 29/03/2021)