# Resource Responsibilities for Project Managers Checklist

Review this checklist of project manager responsibilities to know for the exam. You will already be comfortable with some of these. Work on practicing those you are not currently doing, to make it feel real for you for the exam.

| Resource Responsibilities for Project Managers |
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- ☐ Determine what human and physical resources you will need.
- ☐ Negotiate with resource managers for the optimal available resources.
- ☐ Work with the procurement department as necessary.
- ☐ Confirm availability of assigned resources.
- ☐ Create a project team directory.
- ☐ Create project job descriptions for team members and other stakeholders.
- ☐ Make sure all roles and responsibilities on the project are clearly assigned.
- ☐ Understand the team members' training needs related to project work.
- ☐ Make sure team members get any necessary training.
- ☐ Create a formal resource management plan covering topics such as how the team will be involved in the project and what roles they will perform.
- ☐ Send out letters of commendation to team members and their managers to recognize exceptional project work performance.
- ☐ Make sure the needs of all team members are acknowledged and considered.
- ☐ Create recognition and reward systems.
- ☐ Use emotional intelligence (EI).
- ☐ Encourage self-organizing teams and provide support as needed.
- ☐ Plan for and manage communications challenges specific to virtual teams.
- ☐ Tailor the resource management plan as appropriate to specific project needs.
- ☐ Encourage collaboration among team members.
- ☐ Determine what physical resources will be needed on the project, and when they will be needed.
- ☐ Determine the quality, grade, and number of physical resources needed on the project.
- ☐ Evaluate and select effective methods of managing physical resources.
- ☐ Plan ahead to ensure physical resources are available and accessible when needed.
- ☐ Have strategies to use resources efficiently.
- ☐ Look for ways to improve resource utilization.