

Checklist: Tasks and Competencies of a Project Manager		
Core Tasks	Competency	Manifestation
Managing a Project	▶ Planning/ organizing	<ul style="list-style-type: none"> ▶ Ability to determine appropriate measures for themselves and for others to achieve the project goals ▶ Prioritization of these measures ▶ Co-ordination of the measures
	▶ Controlling	<ul style="list-style-type: none"> ▶ Ability to control processes and activities in a result-oriented manner ▶ Ensures project progress
	▶ Stress tolerance	<ul style="list-style-type: none"> ▶ Ability to work effectively to tight deadlines regardless of possible setbacks
Managing Customers	▶ End-customer orientation	<ul style="list-style-type: none"> ▶ Experience and keen instinct for the customer's respective field of activity or sector of industry and the hierarchical levels ▶ Ability to "sell" the project results in the organization
	▶ Personal "chemistry"	<ul style="list-style-type: none"> ▶ Ability to make a good and competent impression right from the first contact
	▶ Analytical skills	<ul style="list-style-type: none"> ▶ Ability to focus on the essentials, capacity for abstraction, sound judgment and experience
Managing a Team	▶ Leadership qualities/ managing people	<ul style="list-style-type: none"> ▶ Ability to motivate a team to work together towards a common goal and to achieve co-operation within the team ▶ Provides professional support ▶ Ability to delegate
	▶ Guidance/ managing performance	<ul style="list-style-type: none"> ▶ Ensures customer-oriented quality ▶ Combines various disciplines to find the best solution
	▶ Sensitivity	<ul style="list-style-type: none"> ▶ Recognizes and appreciates each person's strengths, interests and problems ▶ Fairness when dealing with others ▶ Encouragement of a culture of constructive controversy