

PROGRAM MANAGER RESPONSIBILITIES LIST

Try Smartsheet for FREE

	Develop and implement strategy for the program team.
	Lead creation of the program management plan.
	Oversee all activities associated with the program to ensure the program achieves its goals.
	Identify and understand program objectives.
	Manage timelines and deliverables.
	Identify and assign program team members.
	Identify projects needed to achieve program objectives.
	Coordinate interdependent projects that are part of the program.
	Communicate with project managers.
	Monitor program activities.
	Measure and monitor key performance indicators (KPIs) and return on investment (ROI).
	Resolve problems and delays in the program.
	Manage program budget.
	Manage resources across all projects within the program.
	Help to ensure collaboration among project teams.
	Manage program risk and coordinate corrective measures.
	Document the program.
	Identify and manage program adherence to standards and governance.
	Manage stakeholder communications.
	Report on program performance to executive team and organization leaders.
	Ensure that the program is aligned with organizational business goals and objectives.

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.