PROGRAM MANAGER RESPONSIBILITIES LIST

☐	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