

The specific tasks that consume a project manager's time will vary substantially depending on which phases of the life cycle their projects are in.

That being said, there are a number of general tasks that any good project manager can expect to perform on a daily basis. These include:

- **Communicating with team members:** Project Management is all about communication, whether through emails, calls, daily check-ins, or team meetings. Project managers must communicate with the members of their team regularly to determine the status of various projects and potential roadblocks that will need to be resolved.
- **Communicating with key stakeholders:** Just as important as communicating with your team is regularly updating key stakeholders on project progress and ensuring that the project still aligns with changing company initiatives. This communication can take many forms, including weekly or monthly reports, regularly updated dashboards, or quick emails, calls, or meetings. Regardless of the medium, getting comfortable [communicating with data](#) is an essential skill.
- **Issue identification and resolution:** Throughout the course of any project, it's common for scope, budget, resource allocation, and other miscellaneous issues to arise. It is the role of the project manager to ensure that these issues are resolved effectively in order to keep the project on track.
- **Budgeting:** For small-scale projects, [cost estimation](#) may be a weekly or even a monthly task. But for larger projects with many different expenses to keep in mind, project managers may spend time reviewing budgets each day to ensure the project does not exceed resource allocations. This may also include reviewing, processing, and approving invoices from outside vendors if the project includes such partnerships.
- **Time management and approval:** In order to ensure that the project remains on track, many project managers turn to timesheets or a [project management software](#) that allows them to see how their team is spending their time. In addition to ensuring that the project is moving along as planned, this helps project managers shift resources between projects as necessary.
- **Team-building:** A good project manager will do more than simply manage the steps of a project. They will also manage their team in order to keep them productive and happy. A part of this should include team-building exercises designed to boost morale, particularly after challenging weeks or phases of the project. Organizing a weekly lunch or happy hour is one such example.