Student Project Manager
Information Management Capstone Experience

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Projects Manager Role and Responsibilities:

- Work with clients and students to ensure project requirements are met
- Monitor tasks and deliverables from planning to delivery phase
- Act as the liaison between clients and students while providing solutions
- Enhance personal project management experience

Projects Managed:

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Client</th>
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<tbody>
<tr>
<td>Team Science Laboratory Research</td>
<td>Breezio</td>
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<tr>
<td>Visualization Dashboard</td>
<td>Hope Health Systems Inc.</td>
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<tr>
<td>Implement Analysis and Reporting Process for Next Generation Learning Program Pilot Program</td>
<td>Opportunity Education Foundation</td>
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<tr>
<td>Next Generation Social Media Analytics</td>
<td>PricewaterhouseCoopers Advisory Services LLC</td>
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<tr>
<td>Researching and Analyzing GitHub</td>
<td>World Bank</td>
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<tr>
<td>Enhance Open Source Research Protocol and Tool</td>
<td>World Bank</td>
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</tbody>
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Project Management Lifecycle:

### Initiation & Planning
- Introduction with the clients
- Understand requirements and scope
- Build professional relationships with students

### Execution
- Identify key deliverables
- Identify key milestones
- Set deadlines

### Monitor & Control
- Mitigate issues
- Track individual project health and progress
- Provide support and feedback to students

### Quality Check
- Validate deliverables
- Review deliverables for improvements
- Verify deliverables

### Delivery
- Perform final check on deliverables
- Get final approval from client
- Submit final deliverables to client

Skills Developed & Lessons Learned:

**Skills Enhanced**
- Communication
- Leadership
- Time Management

**Skills Gained**
- Managing multiple projects
- Decision Making
- Problem Solving

**Lessons Learned**
- Ask right questions
- Avoid micromanaging
- Trust but verify

