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IAPM MAGAZINE

Welcome to the latest issue of our IAPM Magazine, which once again brings you a variety of exciting and informative blog posts. In addition to our blog posts, we are pleased to introduce a new category that focuses specifically on qualities that are important for project managers.

At a time when soft skills are playing an increasingly important role in project work, it is vital to have the right skills and competencies to deliver projects successfully. With our new section, we aim to provide valuable insights into which qualities are most important and why.

Do you think there is a skill that project managers should have? Please let us know and we will include it in our future posts.

We hope you enjoy reading!



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PM skills - Why is ... important?

We have a new section called "Why is this important for project managers?". Here we take key terms and explain why it is important for project managers to be familiar with them. In March we explained three terms:

Why is it important for project managers to have communication skills?

Communication skills are important for a project manager because he has to interact and share information with clients, customers, suppliers, team members, etc. They must be able to ensure communication between and with the people and processes in the project. To do this, they need to be equipped with formal skills, have access to the necessary technical tools, and establish and adhere to rules for communication in the project. However, all this presupposes their personal ability to communicate in a targeted, situationally appropriate and open manner.

Why is it important for project managers to have conflict resolution skills?

Conflict resolution skills are important for the project manager because conflicts between project participants can disrupt project work and jeopardise the success of the project if they are not resolved in time. On the one hand, the project manager must not turn a blind eye to conflicts and their causes; on the other hand, he must also be sensitive to brewing or threatening conflicts and, regardless of whether a conflict is at a factual or a relationship level, he must work to avoid conflicts (prevention) or to help resolve them (aftercare).

Why is it important for project managers to be self-reflective?

Self-reflection is important for a project manager to look at and question their working methods more objectively. Project managers who have been working in projects for a long time may have developed cross-project working methods that they use again and again. On the one hand, this is good because it is experience, and more experience ideally means better results, but in order to improve oneself (even more), it is necessary to critically question one's own working steps in order to find ways to optimise them. Through self-reflection, the project manager can break out of old patterns.

Published articles

Writing meeting minutes is part of the daily routine in project management. Whether you are enthusiastic or reluctant about this task, every project manager knows that minutes and documentation play a very important role in project management and that meetings without written minutes are basically worthless. Many project members are not big fans of taking minutes, so this task should be done as quickly and effectively as possible. Here is a guide to writing good, concise minutes: iapm.net/en/blog/writing-professional-minutes/



Writing good minutes is definitely important in project management, and indispensable for all kinds of meetings. But it's also important that meetings are designed in such a way that participants can actively follow along - because if they're not paying attention and listening, the best minutes won't help them understand the issue. This is where storytelling comes in: Storytelling is a narrative method that uses telling and listening to convey information. Its structure can ensure that all team members stay on topic. Read our article to learn how to improve your meetings: iapm.net/en/blog/storytelling/



Storytelling is a form of communication that is often used in discussions with stakeholders. But there is a lot more communication going on within a project: The project manager communicates with clients and customers, the project team communicates with each other, the project manager and the work package managers also communicate.

It is not possible to work in a project without communication and wherever communication takes place, misunderstandings can occur. To prevent these misunderstandings from jeopardising your entire project, this article explains how misunderstandings occur and how you can improve project communication: iapm.net/en/blog/identify-misunderstandings/

Published articles

One way to avoid misunderstandings is to communicate clearly. This includes saying no when something can't work or you can't accommodate it, instead of dithering. Project managers have to constantly make decisions and set priorities to make their projects a success. However, they often get into the situation of taking on too many tasks and responsibilities, which leads to overload and stress. This makes it all the more important for project managers to be able to say 'no'. Read this article to find out what you can do to say no and focus your time and energy on the most important tasks: iapm.net/en/blog/learn-to-say-no/



Saying no is not only important for the project manager. The project manager's ability to say no is also important for the team. Being able to say no allows one to set clear boundaries, prioritise and manage resources effectively, which ultimately leads to a successful and productive team, and keeps the team motivated. And motivation in the project team can be decisive for the success or failure of a project. Motivated team members work differently than people who basically do not care about the outcome of the project.

The project manager must not neglect personnel management in addition to all administrative tasks. He must make sure that everyone involved in the project does a good job, and the easiest way to do that is if the team members are motivated. Learn 5 tips on how to motivate your team and make them efficient in our article: iapm.net/en/blog/tips-motivated-and-efficient-team/

A motivated and high-performing team is usually open to feedback because it is focused on continuous improvement and development. Feedback is a word often used in the professional environment to mean "constructive criticism" because many people associate the term "criticism" with negativity. However, regardless of the label, both criticism and feedback play a crucial role in progress and collaboration. As such, project managers are trained to give and receive both positive and negative feedback. Discover how to use criticism to drive positive change in your team: iapm.net/en/blog/meaningful-criticism/

Published articles

Being able to give 'constructive criticism' requires a high level of emotional intelligence, empathy and communication skills. These are all soft skills that a project manager should have. But what are soft skills anyway?



Soft skills include methodological, personal and social skills that enable effective action. They are acquired over time and improve with development. However, much depends on the individual, as all people are different by nature. In today's dynamic and competitive business environment, technical skills alone are no longer enough to ensure project success, so it is crucial that you, as a project manager, have soft skills. Read our article on the critical soft skills that project managers need to develop in order to effectively lead their teams and achieve outstanding results: iapm.net/en/blog/soft-skills-in-project-management/



Are soft skills one of your strengths? Carry out a strengths and weaknesses analysis to find out. To conduct this analysis, a project manager only needs a piece of paper, a pen and a high degree of honesty. In our article, we explain how important it is for a project manager to conduct a strengths and weaknesses analysis in order to improve themselves and provide guidance on how to go about it: iapm.net/en/blog/strengths-and-weaknesses-analysis/

Clarity about personal strengths and weaknesses is a prerequisite for setting personal goals and using one's own resources wisely. Self-management means setting goals and achieving them through one's own actions. The principle of Plan - Do - Check - Act applies to both project and self-management. You can plan your activities, dovetail them with other areas of your work, and counteract undesirable developments. In this article you will learn how to define your goals effectively: iapm.net/en/blog/relevance-of-goal-setting/

Published articles

Just as your personal goals are at the centre of your actions, as a project manager you are at the centre of the project you manage. You help to ensure that the project is delivered successfully and that costs, budget and performance remain within the specified framework.

There is no perfect project manager who can steer all projects equally well through uncertain waters, regardless of the type of project, but there are ways to find the right project manager, and a profile of what makes a good project manager can help. This article provides an overview of what makes a good project manager: iapm.net/en/blog/requirements-profile-of-a-project-manager/



Finding the right project manager is a challenge for any organisation. Making the wrong choice can be costly for the project and the organisation as a whole. Since anyone who feels confident can work as a project manager and call themselves one, regardless of their education and experience, the selection can be difficult. So, in principle, anyone who is available at the moment can fill a project management position. However, in order to achieve good results for a project, it is an advantage to have completed training, further training or a degree with a strong connection to project management, or even a degree in project management. But how do you find the right project manager? We show you how: iapm.net/en/blog/finding-the-right-project-manager/



A project manager makes a significant contribution to the success or failure of a project, in part because he tracks the progress of the project. After all, project failure is costly to any organisation, and around 15 % of all projects are deemed to have failed. So what good is an excellent project plan if your team cannot deliver it on time? A good project plan alone is no guarantee that the desired results will be achieved.

Things often go wrong during project execution and projects can spiral out of control. We give you five tips on how to track project progress so that your projects do not get out of control: iapm.net/en/blog/tips-for-tracking-project-progress/

Project management terms

And as usual, this month we have four terms to introduce you to:

- ➔ [Portfolio chart](#)
- ➔ [Documentation](#)
- ➔ [Cross-functional](#)
- ➔ [Milestone-trend analysis](#)

You can find these and many more definitions in our glossary for both agile and traditional project management terms: iapm-cert.net/documents/glossary-en/index.html



A few final words

We hope that you have enjoyed the latest issue of our IAPM Magazine and that it has provided you with many interesting insights and inspirations. Thank you for your interest and support.

In order to tailor the IAPM Magazine to your needs, we are always interested in your feedback and suggestions. If there are specific topics or categories that you are missing, or if you just want to share your opinion, we would love to hear from you. We would also like to draw your attention to the possibility of contributing as a guest author. If you have a particular topic that you would like to write about, or if you have expertise in a particular area, you are invited to submit a post for our blog. More information can be found at the following link: iapm.net/en/service/write-for-iapm/

We look forward to your contributions and suggestions and wish you all the best!



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Thank you for reading and we hope you enjoyed it as much as we and the whole IAPM team enjoyed creating it!

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