

# Day in the life: Technology Project Manager

## Curious what a typical day as a tech project manager looks like?

Follow an example of one project manager's day as she makes sure her company's custom projects are completed on time and on budget while meeting customer expectations.



Kyzen is a company that makes a financial software application that is customizable for a variety of industries. As the project manager, it's my job to make sure that Kyzen's custom projects are completed on time and on budget while meeting customer expectations.



**8:30am**

### Catch up on emails

I start the day by making sure there aren't any new fires since last night in my email inbox and creating the day's to-do list. In my email inbox is a new meeting request from a client and a note from a developer about a potential staffing issue.



**9:30am**

### Review project documents

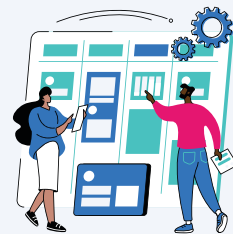
After planning my day, I log into the planning and scheduling software to update the project's progress. I review the sprint backlog; analyze the status of the overall project budget, resources, timeline & scope; and build a utilization report to review team bandwidth and efficiencies.



**10:30am**

### Attend daily stand-up

With the project documentation in order, I meet with the developers, product owner & Scrum Master to discuss 1) what they finished yesterday 2) what they intend to accomplish today and 3) any issues or blockers they are facing.



**11:00am**

### Meet with Scrum Master

After planning my day, I log into the planning and scheduling software to update the project's progress. I review the sprint backlog; analyze the status of the overall project budget, resources, timeline & scope; and build a utilization report to review team bandwidth and efficiencies.



**12:00pm**

### Eat lunch

Grab a quick bite to eat with the Scrum Master.



**1:00pm**

### Meet with VP of PM

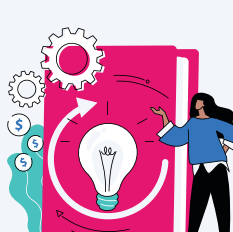
Now that I'm caught up with the Scrum team, I attend a weekly check-in with the VP of Project Management. During the meeting, the VP signs off on the proposal to have three developers working on a lower priority feature shift to help accelerate the debugging process.



**2:00pm**

### Hold project status meeting

After meeting with stakeholders, I update the project documentation as necessary to include the budget, project schedule & risk register.



**3:00pm**

### Refine and update test plans

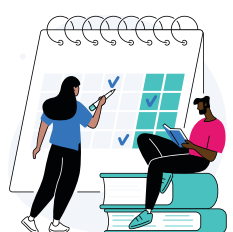
With the day's urgent issues resolved, I meet with the Business Analyst and Test Lead to refine the test strategy and plan before the next round of QA testing. This requires an update to the test acceptance criteria.



**4:00pm**

### Prepare client update

After meeting with stakeholders, I update the project documentation as necessary to include the budget, project schedule & risk register.



**5:00pm**

### Plan for tomorrow

Finally, I revisit today's to-do list, check for any urgent new emails & close out for the day.