

Project management is the process of leading the work of a team to achieve all project goals within the given constraints. This information is usually described in project documentation, created at the beginning of the development process. The primary constraints are scope, time, and budget.

Anyone who oversees projects is a project manager, but to become a more thoughtful manager (with a higher impact), you need to develop the right project management skills. Learn what skills are necessary to become a successful project manager and how to build them.

A project manager has to lead the way in order for teams to effectively collaborate and get their best work done. But even if you're already managing a project—or even multiple projects—how do you get *better* at being a project manager?

To hone and developing your project management skills, you need to develop management skills over time.

What are project management skills?

Project management skills are the attributes you develop to become a more experienced project manager. Building a project management skill set includes learning technical and hard skills, such as portfolio management and project scoping, and soft skills (for example, adaptability). In honing these skills, you're preparing yourself to more effectively perform in your role.

Soft skills are what we call “non-technical skills,” or skills that can help you improve your quality of work—without a specific tool or technical requirement. These are also called “people skills” or “interpersonal skills” because they often help you work with and relate to others in your workspace. These 10 skills are the most important soft skills for project management:

1. Collaboration

Collaboration is the cornerstone of all project management skills. In project management, collaboration helps you get work done quickly and more efficiently. When you can coordinate across teams, you gain valuable insights into your project that you might not find within your team. If more minds are involved in the work, projects are inherently more creative and well developed.

To improve your collaboration skills, practice having conversations. Use techniques like active listening, where you stay engaged and focused when others are speaking to you. It sounds simple, but learning how to have open communication, reduce boundaries, and co-create are critical for a collaborative team.

2. Communication

Miscommunications are common when you're working with a group of people. Learning how to communicate well and avoid these will make projects run more smoothly and be more enjoyable.

