Program Manager Roles and Responsibilities

Program Manager

Financial Management
- Manages risk
- Drafts and coordinates multiple project budgets
- Conducts cost analyses

Program Planning
- Outlines stakeholders responsible for each element
- Changes and updates program plan
- Outlines goals, business cases, projects, and dependencies

Program Leadership
- Reviews and approves project plans
- Communicates across teams and channels
- Guides project managers
- Leads planning meetings

Program Governance
- Provides management oversight and control
- Creates framework and processes to guide the program
- Defines governance structure for program

Program Execution
- Manages risk
- Initiates and manages program communications plan
- Helps draft charter to establish scope, budgets, and goals of the PMO
- Sets up issue tracker for stakeholders to log issues and roadblocks