

Role: Project Manager

Summary: As a project manager, you will be in charge of making sure all projects run smoothly. This means making sure that dates are set in place - making sure that events, parties, or any other projects have a set date for when they should take place, as well as making sure that any content, resources, or other material are completed/submitted by a deadline prior to the event's date.

You will also be in charge of keeping track of everyone who is working on that project, what exactly they are working on (EX: Someone may be working on graphics, someone may be working on videos, someone may be working on creating games, etc), and making sure to check in with them (or get them to check in with you) with progress updates.

You will be in charge of tracking the project's progress in general.

Duties:

- Keep everyone organized and on track - This will involve talking to people in the group chat as well as via DMs to figure out what they're working on, as well as tracking their progress through Notion and giving them reminders, plus doing frequent check-ins to take note of their progress. This also entails making sure two people aren't working on the same thing, etc.
- Help select which projects to work on and when (we can do polls at specified times, maybe? But we need to have a clear method/schedule for picking projects instead of deciding to do them at random)
- Help decide on which dates projects will take place as well as on what date content for the project (such as graphics, videos, playlists, lists, etc) should be submitted by. Setting due dates/or project dates is essential to make sure everything will run smoothly.
- You must have great communication.

Note:

The main reason(s) I thought we might need project managers is because I noticed:

1. People were saying what they would be willing to work on for projects, but they were not clear on if they were actually going to do it, and they did not put themselves down on the chart in the 'assignment center' or in the 'project schedule' workspaces so I think having project managers will help clear up confusion and be able to track who is doing what better.
2. Projects could end up being all over the place if someone isn't around to reign things in. Lots of (great!) ideas get tossed around, but we cannot do everything, and we need to be clear on what our project goals are vs what we'll have to hold out on until next time.
3. We need an organized system for picking which projects to work on and when because everyone will always have ideas, but we can't do everything at once.

Resources

Note: I've set up a few Notion pages that I thought might help us track things better, and while they're decently organized, I do think they could be more organized. So, if you think we should change things around in any way to make it easier to track things or know of a better way, please don't hesitate to let me know! My only request is that we keep everything on Notion so everyone will be able to easily access it.

Here is the Notion [Home Page](#) where you can access all other pages. (The Idea Board, Tweet Schedule Page, Calendar, etc) but I just wanted to highlight a few specific pages in this doc.

This is the [Admins/Roles Page](#), where you can easily see which admins do what.

This is the [Assignment Center](#), where I've been keeping track (the best I can) of who is doing what.

This is the [Project Schedule](#), where we can easily see which projects we're working on.

This is the [Project Workspaces page](#), where you can easily view what any admin is working on by clicking on their page

This is the [Project Management Center](#), where you can access everything you need to keep track of projects, progress, admin information, etc all in one place.

I think these will be the most commonly used or viewed pages by project managers, and I'm providing them here so you can easily get to them but also so you can see whether you like the way they're set up or not. We can work together to create a space that is organized in a way that allows you to work better—I

was thinking maybe combining the Admins/roles page with the assignment center or making a better project workspace? We'll get to all that in the near future haha thank you! <3