

PROGRAM MANAGER DAILY TASK LIST

Try Smartsheet for FREE

- Monitor and adjust daily program activities as needed.
- Monitor key performance indicators for program and program progress.
- Communicate with project leaders about program progress and issues.
- Monitor resources and budget.
- Coordinate interdependencies among projects and work.
- Manage risks and take corrective actions where needed.
- Manage stakeholder communications.
- Ensure collaboration and strong communication among team members.

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.