



Checklist by Project Management Basics

Transition to a Project Manager



1. Preparation:

- 1.1 Learn the Project Management basics.

Tip: Start with reviewing articles for Entry-level Project Managers. You can find them in the sidebar on my site. But don't let it stop you from following the next steps. You will need to learn and improve all the time. But you do need to start the process of transitioning to a Project Manager ASAP.

- 1.2 Update your CV and LinkedIn Profile.

Tip: I share suggestions on the best approach to update your CV in my free training. This approach ensures that you position yourself as a perfect candidate for PM role.

- 1.3 Find opportunities to extend your CV with “related” experience.

Tip: Don't make a pause because you are searching for opportunities. You do need to develop continuously.

- 1.4 Build trustworthy relationships with Project Managers around you.

2. Research Your Environment:

- 2.1 Find out if promotions to a Junior Project Manager is a typical case in company you work in.

Tip: If No - it's a sign to focus more on the job search.

- 2.2 Check job requirements for a Junior PM in your company.

- 2.3 Find out about open opportunities right now.

- 2.4 Identify superiors who can promote you to a Project Manager.

- 2.5 Find a project management Mentor.

Tip: You don't need the most experienced PM in the world. Anyone who has at least a year or two of experience in a leadership position will do. It's not for life. You will find new mentors at each next stage of your career.





3. State Your Desire to Become a Project Manager:

- 3.1 Book a meeting with your boss/manager.

Tip: Plan it right now. Take your phone and set the date in about 30 days.

- 3.2 State your desire to become a PM to your boss/manager at a meeting.

Tip: Do it in person. Don't send a message or an email.

- 3.3 Discuss conditions you need to meet to become a PM.

- 3.4 Create a development plan with checkpoints and a deadline.

4. Follow the Plan:

- 4.1 Show continuous progress.
- 4.2 Communicate with superiors and the mentor.
- 4.3 Ask your boss about upcoming opportunities.
- 4.4 Stay at the top of their mind.

Tip: *It may take five to ten reminders until your boss accepts that you are serious about becoming a Project Manager.*





5. Go for Interviews

- 5.1 Ask a project manager to review your CV.
- 5.2 Ask a project manager to run a mock interview with you.
- 5.3 Apply for Project Management roles.

***Tip:** Sign up for my free training to avoid wasting your time on the wrong job opportunities. There is a tremendous talent gap in Project Management you need to get around.*

- 5.4 Build up your LinkedIn connections with recruiters.
- 5.5 Build relationships with recruiters (don't just push your CV).