Project management involves how changes are implemented effectively in an organization Projects must be accomplished so that the organization meets its target. They must achieved within a specified time, however many activities will take place in the process of the project implementation. The budget must be followed strictly without changing any of its components. Project managers’ help in the process of planning and monitoring the implementation of the projects, they also make the necessary corrections if there is any need. Management skill are important in order for the project to be success, this is particularly beneficial in the management of time, and the implementation of the budget. They are supposed to organize, schedule and delegate some of the work that is supposed to be done .When the projects are accomplished on time, the organization benefits by meeting its objectives, while at the same time the project manager is able to build his reputation.

Agile project management is applied in the projects that are complex and in fast-moving environments, since it provide you with provisions that will enable the manager together with his team, to respond positively to the changes needed and requirements. Writing a good case is crucial since it help you to get approval and funding. Risk impact/ probability chart enables you to identify the risks to your project, and estimate how likely they are to happen Project charter should not be ignored, it is the one that set out the purpose of the project and also sets out your expectations from each member of your team. Action plans are normally used in the implementation of small projects; it helps the management not to miss any step or task. Gap analysis has a major role of assisting you on what you need to do in order for you to meet your objectives. Project managers are supposed to have management skills of dealing with the scope of the project, they help you to remain focused and the project does not spiral out of control. Projects should be evaluated progressively; so that you can you can make adjustments and improve the performance. A good project manager should be ready to work very hard in order to build their careers and also to get promotions

Information is important since it facilitates problem solving, and also assists in developing thinking skills, this helps in improving the productivity of the organization workers as an administrator, the information you receive should be treated with a lot of care, and confidentiality. It should not be exposed to other people especially if it was to remain confidential. The information you receive from the employees can help you to understand the challenges they are going through, and therefore you design a strategy of helping them. The more you freely share with your employees, the more they get attached to your business. You can receive information that touches on possible threat to your business, this way you can come up with the necessary solutions. You should encourage your employees to keep passing any information they come across, as long as it is related to your business. On the other hand, some information may facilitate the rising of conflicts between the management and their employees.

The information received can be used in improving the productivity of the workers, as an administrator, if I receive information concerning the working condition of the workers, I would make sure that I address their concerns. I would also seek to improve their working conditions, so that they can feel motivated.