

Because the project manager (also referred to as the team leader) is responsible for coordinating and facilitating meetings, team communication, and overseeing that members understand their roles and follow through on their responsibilities, it is imperative that s/he has dedicated time to commit to the project.

1. If nobody has been identified for this role
 - Ask senior leadership for advice about who they recommend and who they can provide with some protected time to do this work.
 - Find someone who has been successful in coordinating a quality improvement initiative.
 - Experience and knowledge of the topic is secondary in importance to leadership skills, enthusiasm, persistence, and credibility. The leader will be expected to reach out to the content experts for guidance related to the technical aspects of the work.

2. If the selected project manager is not as effective as necessary
 - Check to see if s/he has been given dedicated time to work on this particular project. If not, engage leadership to help with this.
 - S/he may be lacking some of the necessary skills. We have found that coaching him/her on what they can improve upon can be very helpful.
 - S/he may not be a good fit for the initiative, and it may be time to consider replacing him/her with someone else.

3. For a better understanding of what makes a project manager successful
 - [Top 10 Qualities of a Project Manager](#)
 - [Top 10 Characteristics of GREAT Project Managers](#)

4. Further reading suggestions
 - Cannon-Bowers, J. A., S. I. Tannenbaum, E. Salas, and C. E. Volpe. "Defining competencies and establishing team training requirements". *Team effectiveness and decision-making in organizations*. Ed. R.A. Guzzo, E. Salas, and Associates: San Francisco: Jossey-Bass, (1995) 333.
 - Salas E, Burke CS, Stagl KC. "Developing teams and team leaders: strategies and principles." *Leader Development for Transforming Organizations*. Ed. R. G. Demaree, S. J. Zaccaro, and S. M. Halpin: Mahwah, NJ: Lawrence Erlbaum Associates, Inc, (2004).