Project Manager Resume Bullet Bank

Forty sample bullets grouped by task. Do not copy them word for word. Change the project, numbers, and tools so each line is true for you, and delete any line that is not.

Planning and scope

- Wrote a one-page project charter with the sponsor and had it signed before work started.
- Interviewed 12 end users and turned their requests into 28 written requirements.
- Split a 9-month plan into four phases with a review meeting at the end of each.
- Listed assumptions and constraints on page one of the plan and updated them each month.
- Set up a shared folder and naming rule for all project documents so the team found files in one place.

Schedule and delivery

- Built the master schedule in Microsoft Project and updated it every Thursday with task owners.
- Added two weeks of float before the vendor delivery date after a similar project ran late.
- Moved testing earlier by one sprint so defects were found before the release freeze.
- Tracked 85 tasks across three teams and sent a one-page status every Friday.
- Ran the go-live weekend plan with a call list, a checklist of 40 steps, and a rollback trigger.

Budget and cost control

- Built the project budget from vendor quotes, internal labor estimates, and a 7 percent contingency.
- Compared actual spend with the budget every month and wrote one sentence on each variance.
- Held weekly invoice reviews with finance and cleared unmatched items within five days.
- Asked for a change order only after the cost, schedule, and scope effects were written down.
- Closed the project with a final cost report and returned unused contingency to the sponsor.

Risks and issues

- Started a risk log in week one and scored each risk by likelihood and effect.
- Reviewed the top five risks with the sponsor every two weeks and recorded the decision.
- Moved a vendor risk into an issue when delivery slipped and agreed a recovery plan within two days.
- Ran a pre-mortem with the team and added six risks nobody had listed.
- Kept an issue log with an owner and a due date for every item.

Stakeholders and communication

- Mapped 15 stakeholders by influence and interest and set a contact plan for each group.
- Wrote the weekly status email in the same five sections so readers knew where to look.
- Presented a monthly update to the leadership team in 10 minutes with one slide.
- Kept a decision log with the date, the decision, and who made it.
- Held a short demo for end users before each release and logged their feedback.

Vendors and procurement

- Wrote the statement of work with the vendor and listed the acceptance test for each deliverable.
- Held a weekly call with the vendor lead and sent written notes the same day.
- Checked each vendor invoice against the contract milestones before sending it for approval.
- Compared three bids using price, delivery date, and references, and wrote a one-page recommendation.
- Tracked vendor performance in a simple scorecard and reviewed it at project close.

Team leadership

- Assigned tasks in weekly planning and checked progress at a 15-minute stand-up.
- Agreed working hours and response times with a team in two time zones.
- Gave new team members a one-page guide with the plan, contacts, and tools.
- Coached a junior coordinator on writing status reports and risk entries.
- Settled a dispute between two teams over shared equipment by agreeing a booking calendar.

Closeout and lessons learned

- Ran a closeout checklist covering final deliverables, contracts, and open items.
- Held a lessons learned session with 10 people and wrote down five changes for the next project.
- Handed the finished system to the support team with a runbook and a two-hour walk-through.
- Archived all project documents in the shared drive with a short index.
- Measured results 60 days after go-live and reported them to the sponsor.