Project management refers to the process of organizing responsible staff members to achieve a project’s objectives. Assigning duties, scheduling milestones, and managing project work time are all typical duties of project managers. Numerous business-oriented jobs require an understanding of how to manage an effective team and deliver a project.

**KEY FINDINGS**

- The organizational abilities inherent to skilled project management professionals are essential in a wide variety of industries.
- Significant experience and education credentials are needed to succeed in project management.
- Orange County is building a niche in operations analysis, and project managers are among the employment growth leaders.

**MOST IMPORTANT TASKS AND DUTIES**

1. Gather and organize information on problems or procedures.
2. Analyze data gathered and develop solutions or alternative methods of proceeding.
3. Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures.
4. Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
5. Review forms and reports, confer with management and users about format, distribution, and purpose, identify problems and improvements.

**KEY TRAITS**

- Active Listening
- Adaptability/Flexibility
- Written Comprehension
- Critical Thinking
- Stress Tolerance
- Integrity
- Dependability
- Written Expression
- Administration and Management

**TOP SKILL SETS**

- Customer and Personal Service
  - Oral Comprehension
  - Concern for Others
  - Oral Expression
  - Cooperation
  - Complex Problem Solving
  - Inductive Reasoning

**EDUCATIONAL LEVEL BY TYPE**

- Bachelor’s: 68%
- Master’s: 15%
- Post-BA Certificate: 11%
- Other: 6%

**EMPLOYMENT OVERVIEW**

<table>
<thead>
<tr>
<th></th>
<th>MEDICAL AND HEALTH SERVICES MANAGERS</th>
<th>ENGINEERING MANAGERS</th>
<th>COMPUTER INFORMATION SYSTEMS MANAGERS</th>
<th>COMPUTER SYSTEMS ANALYSTS</th>
<th>FINANCIAL MANAGERS</th>
<th>SOFTWARE DEVELOPERS, APPLICATIONS</th>
<th>GENERAL AND OPERATIONS MANAGERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORANGE COUNTY</strong></td>
<td>$106,385</td>
<td>$165,431</td>
<td>$168,516</td>
<td>$91,196</td>
<td>$145,091</td>
<td>$100,366</td>
<td>$110,998</td>
</tr>
<tr>
<td><strong>PROJECTED JOB GROWTH 5 YRS 2022</strong></td>
<td>21.00%</td>
<td>4.80%</td>
<td>23.50%</td>
<td>30.00%</td>
<td>12.40%</td>
<td>16.00%</td>
<td>15.79%</td>
</tr>
<tr>
<td><strong>CALIFORNIA</strong></td>
<td>$158,510</td>
<td>$206,701</td>
<td>$168,189</td>
<td>$93,507</td>
<td>$147,855</td>
<td>$115,404</td>
<td>$126,305</td>
</tr>
<tr>
<td><strong>PROJECTED JOB GROWTH 5 YRS 2022</strong></td>
<td>22.00%</td>
<td>11.00%</td>
<td>22.00%</td>
<td>27.00%</td>
<td>15.00%</td>
<td>29.40%</td>
<td>16.50%</td>
</tr>
<tr>
<td><strong>UNITED STATES</strong></td>
<td>$103,680</td>
<td>$158,720</td>
<td>$168,180</td>
<td>$87,500</td>
<td>$147,230</td>
<td>$100,550</td>
<td>$112,200</td>
</tr>
<tr>
<td><strong>PROJECTED JOB GROWTH 5 YRS 2022</strong></td>
<td>23.00%</td>
<td>6.00%</td>
<td>15.00%</td>
<td>24.50%</td>
<td>8.50%</td>
<td>22.80%</td>
<td>12.40%</td>
</tr>
</tbody>
</table>

*Note: The salary data reflects averages and may vary by region and experience level. The job growth rates reflect projected changes over the next five years.*

**RELATED COURSEWORK**

- Agile Project Management Certificate Program
- Business Analyst Certificate Program
- Six Sigma Lean Certificate Program
- Advanced PMBOK® Guide Review
- Organizational Leadership & Communications Certificate Program

[UCI Division of Continuing Education](http://ce.uci.edu)