

Remote Project Management Starter SOP Kit

This Standard Operating Procedure (SOP) kit is designed to help you hit the ground running as a remote Project Manager. Efficiency in remote work relies on clear communication, structured documentation, and proactive tracking.

1. Daily Operations (The 'PM Rhythm')

Morning Sync (15 mins)

Review the team's progress board (e.g., Trello/Asana/Monday). Clear any 'blockers' that prevent team members from finishing their tasks.

Mid-Day Deep Work

Focus on project resource allocation, updating the master schedule, and preparing documentation for upcoming meetings.

2. Communication Protocols

In a remote setting, **documentation is king**.

- **Slack/Teams:** For quick queries and informal updates.
- **Email:** For formal requests, client reports, or legal documentation.
- **Project Management Tool:** The 'source of truth.' Never use chat to assign tasks; always use the PM tool.

3. The 'New Project' Checklist

Phase A: Define project scope and deliverables.

Phase B: Map resources and set milestones.

Phase C: Setup shared folder structure (Google Drive/SharePoint).

Phase D: Schedule project kickoff call.

***Pro-Tip:** Always summarize meeting outcomes in a follow-up email/chat message titled 'Meeting Minutes & Action Items.' This prevents 'he said, she said' conflicts.*

4. Remote Tool Suite

Standardize your team's tools to prevent 'context switching' fatigue:

- **Communication:** Slack / Microsoft Teams
- **Planning/Tracking:** Asana / Trello / ClickUp
- **Documentation:** Notion / Google Docs
- **Video/Sync:** Zoom / Google Meet