OSI – PROJECT MANAGEMENT OFFICE
Project Roles & Responsibilities
Action Verbs

Clerical or Detail Skills	Communication Skills	Creative Skills	Financial Skills	Helping Skills
Approves	Addresses	Acts	Administers	Assesses
Arranges	Arbitrates	Conceptualizes	Allocates	Assists
Catalogues	Arranges	Creates	Analyzes	Clarifies
Classifies	Authors	Customizes	Appraises	Coaches
Collects	Collaborates	Designs	Audits	Counsels
Compiles	Convinces*	Develops	Balances	Demonstrates
Dispatches	Corresponds	Directs	Budgets	Diagnoses
Executes	Develops	Establishes	Calculates	Educates
Generates	Directs	Fashions	Computes	Expedites*
Implements	Drafts	Founded*	Develops	Facilitates
Inspects	Edits	Illustrated	Forecasts	Familiarizes
Monitors	Enlists	Initiates	Manages	Guides
Operates	Formulates	Integrates	Markets	Motivates
Organizes	Influences	Introduces	Plans	Refers
Prepares	Interprets	Originates	Projects	Rehabilitates
Processes	Lectures	Performs	Researches	Represents
Purchases	Mediates	Plans		
Records	Moderates	Revitalizes		
Retrieves	Negotiates	Writes		
Screens	Persuades			
Specifies	Promotes			
Systematizes	Publicizes			
Tabulates	Recruits			
Validates	Translates			
	Writes			

Management Skills	Research Skills	Teaching Skills	Technical Skills	More Accomplishment Verbs
Administers	Clarifies	Adapts	Assembles	Achieves*
Analyzes	Collects	Advises	Builds	Expands*
Assigns	Critiques	Clarifies	Calculates	Improves*
Attains*	Diagnoses	Communicates	Computes	Pioneers*
Chairs	Evaluates	Coordinates	Designs	Reduces (losses)*
Consolidates	Examines	Demystifies	Devises	Resolves (problems)*
Contracts	Extracts	Develops	Engineers	Restores
Coordinates	Identifies	Enables	Fabricates	Spearheads
Delegates	Inspects	Encourages	Maintains	Transforms
Develops	Interprets	Evaluates	Operates	
Directs	Interviews	Explains	Overhauls*	
Evaluates	Investigates	Facilitates	Programmed	
Improves*	Reviews	Guides	Remodels	
Increases*	Summarizes	Informs	Repairs	
Organizes	Systematizes	Instructs	Solves	
Oversees		Persuades	Upgrades	
Plans		Sets goals		
Prioritizes		Stimulates		
Produces		Trains		
Recommends				
Reviews				
Schedules				
Strengthens*				
Supervises				

* These words are especially good for pointing out accomplishments