

## Project Manager Position description

**Title:**

Project Manager

**Title of supervisor:**

Head of Project Management

**Date:**

5.10.2004

**Location / department:**

Project Management Department

**Overview:**

The Project Manager gets projects (applications) to manage from the Head of Project management. The project manager's main goal is to deliver projects satisfying the requirements on budget and on time. The project manager is charged with planning and scheduling duties including developing project and iteration plans, monitoring and reporting status, and identifying and mitigating risk. The project manager is also expected to consult with business analysts to prioritize scenarios, consult with architects and developers to estimate work, consult with testers to plan testing, and facilitate communication within the team.

The Project manager's duty is also to take care of billing towards clients and to monitor/report payments.

The Project Manager is advocate of development team opposed to Business Analyst that is advocate of the Client.

**Responsibilities / duties / activities:**

The Project Manager:

- Consults with Developers and Architects to estimate work (HC)
- Consults with Business Analysts (to find out client timeline wishes) and Heads of development departments (to find out resources availability) to make planning & scheduling for projects
- Facilitates communication within the teams and serves as a front-end of teams to the client (Business Analyst)
- Provides logistical support to the project team(s)
- Monitors and reports status of projects to client (Business Analyst)
- Assures that projects are executed according to Quality standards and defines project process (documentation management, workbook hours on projects, testing, etc.)
- Revises hours & costs spent on projects, makes invoices (consult with Business Analyst), prepares them for mailing and reports to the Accounting Department about it.
- Monitors payment of bills (using payment report received from accounting) and contacts clients if any problems about payment before escalating problem to CEO (this is only for regular bills. Recurring bills are managed by accounting)

- Change control – receives change requests about projects from Business Analysts and organizes their execution/billing just as ordinary projects
- Collects data on given offers (hours) and probabilities of accepting those offers (%) from Business Analysts outside NETMedia – this data is used by Head of Project Management and others for long-term resource planning for all company. (Business analysts inside NETMedia do this by themselves)

## **Skills / conditions:**

- Able to work with people, team leading skills
- Able to work under pressure, tight schedule and be well organized with ability to juggle multiple tasks simultaneously
- Preferably combination of Management and IT education and/or experience