Project Manager

Is always thinking about **"What is the next step?"**

Project Manager delivers a final product on time, on budget, and meets or exceeds the expectations of the Solution Providers and Clients.

Qualities that make a successful Project Manager are organizational prowess, acute attention to detail coupled with the ability to see the big picture, resourcefulness, risk-management capabilities, critical thinking skills, excellent communication skills, a can-do attitude, and the ability to inspire and motivate other team members. Here are skills that Project Manager should have:

Leadership: A Project Manager should be able to inspire and motivate team members, while also being able to lead by example and make difficult decisions when needed.

Communication: Strong communication skills are crucial for a Project Manager, as they will need to effectively communicate with team members, clients, and stakeholders throughout the project lifecycle.

Organization: A Project Manager must be highly organized and able to manage multiple tasks and projects simultaneously, while also being able to prioritize tasks and manage time effectively.

Risk management: A Project Manager should be able to identify and manage project risks and develop contingency plans to mitigate potential issues.

Budgeting and financial management: A Project Manager must be able to develop and manage project budgets, as well as monitor expenses and make adjustments as needed.

Technical knowledge: While a Project Manager does not need to be an expert in all technical aspects of a project, they should have a solid understanding of the technologies and processes involved, as well as the ability to communicate technical information to non-technical stakeholders.

Critical thinking: A Project Manager should be able to analyze complex situations, identify potential problems, and develop solutions to mitigate risks and ensure project success.

Adaptability: A Project Manager must be able to adapt to changes in project scope or timelines, and be flexible enough to adjust project plans accordingly.

> **Project Manager** plays the lead role in planning, executing, monitoring, controlling, and closing projects. They're expected to deliver a project on time, within the budget, and brief while keeping everyone in the know and happy.

Responsibilities

- Activity and resource planning

- Controlling time management
- Cost estimating and development the budget
- Ensuring Solution Provider satisfaction
- Analyzing and managing project risk
  - For example, making sure that projects are not dependent to one person and the knowledge and experience is shared between everyone in the Technical Team
- Monitoring progress and set deadlines
- Managing reports and necessary documentation
- Solve Issues that arise through effective communication
- Hold weekly retrospective with Solution Providers
- Hold Scrum Rating meeting for Technical Team
- Making sure Stories description written by Solution Providers are clear before handed to the Technical Team
- Making sure that documentations of each Project are understandable & organized
- Dealing with project changes by re-allocating resources
- Making sure that a mistake only happens once and prevented in future through changes in processes
- Making sure that MG Development Cycle is implemented correctly
- Increase Performance and Efficiency through identifying repetitive activities and converting them to Templates or Routines
- Make close relationship with Technical Team Members through One on One meetings

Deliverables

- Regular Projects' Progress report to Solution Providers, Public Relations, COO, CSO & CEO
- Document processes & strategies in **Project Management** book in the knowledge base

This document should be revised at the end of 2022

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