**Project Manager Appointment Letter**

**Document Title:** *Appointment of Project Manager – Telco Cloud Migration Project*

**Telco net cloud**

**Date:** 28 July 2025  
**Ref No:** TCMP/PM/2025/001

**Subject: Formal Appointment as Project Manager – Telco Network Cloud Migration**

Dear **[Full Name]**,

We are pleased to formally appoint you as the **Project Manager** for the **Telco Network Cloud Migration Project**, a strategic initiative aimed at transitioning our core telecom infrastructure—OSS/BSS systems, CRM platforms, and Network Element Managers—to a secure, compliant, and scalable cloud environment.

**Your Key Responsibilities Include:**

1. **Initiate, plan, execute, and close** the project in accordance with **PMI’s PMBOK and PRINCE2** methodologies.
2. Prepare and manage the **Project Management Plan (PMP)** and **Project Initiation Document (PID)**.
3. Oversee vendor coordination, internal teams, and cloud service providers (e.g., AWS, Azure).
4. Ensure compliance with **CAK, GDPR, ISO 27001**, and other regulatory standards.
5. Manage the project budget of **USD 1.2 million** within an 8-month duration.
6. Develop and maintain stakeholder engagement, including Executive Sponsor, CIO, Security Lead, and Product Owners.
7. Identify and mitigate project risks using **RAID logs**.
8. Ensure successful **migration testing, cutover, and handover** to operational teams.
9. Submit **project progress reports** and **stage gate reviews** to the Project Steering Committee.

**Authority Granted:**

You are authorized to:

* Allocate project resources.
* Approve internal and vendor work packages.
* Escalate issues and initiate change requests as necessary.
* Represent the project in all stakeholder forums and governance meetings.

**Reporting Line:**

* **Reports To:** Project Sponsor – Mr. John Mwangi (CIO)
* **Supervises:** Technical Leads, Business Analysts, QA Team, Cloud Engineers

**Effective Date:**

Your appointment is effective from **29 July 2025** to the official project closure date (estimated **31 March 2026**), unless otherwise extended or terminated.

**Confirmation:**

Please acknowledge acceptance of this appointment by signing and returning a copy of this letter by **30 July 2025**.

**Approved by:**  
**Name:** John Mwangi  
**Title:** Chief Information Officer  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accepted by:**  
**Name:** [Your Name]  
**Title:** Project Manager  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_