**SPxY Project : Role Card-Project Manager**

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| **Filename:** 112002\_ORG\_R01\_Role Card-Project Manager  **Project:** Project SPxY, EPFL Spacecraft team | **Prepared by:** Valentin Suppa-Gallezot  **Approved by:** TBA |

**Role Overview:** The Project Manager for the SPxY project is responsible for leading and overseeing all aspects of the project, ensuring its successful execution, and delivering a high-quality antenna pointing system for space applications. This role requires strong leadership, project management, and communication skills.

**Key Duties and Responsibilities:**

**1. Project Planning and Initiation:**

* Develop a comprehensive project plan, including scope, timeline, budget, and resource allocation.
* Initiate the project by defining clear objectives, success criteria, and key performance indicators.

**2. Team Leadership and Management:**

* Assemble and lead a multidisciplinary project team, including engineers, designers, and other experts.
* Define roles and responsibilities within the team and provide guidance and support.
* Foster a collaborative and results-oriented team culture.

**3. Scope Management:**

* Continuously monitor project scope and ensure alignment with project goals.
* Manage scope changes and their impact on project schedule and budget.
* Keep stakeholders informed about scope adjustments.

**4. Schedule and Budget Management:**

* Create and maintain a project schedule, ensuring tasks are completed on time.
* Monitor and control project budget, tracking expenditures and adhering to financial constraints.
* Report on project financial status to senior management and stakeholders.

**5. Communication and Reporting:**

* Establish effective communication channels with project stakeholders, including regular progress updates and status reports.
* Address stakeholder concerns, queries, and feedback in a timely and professional manner.
* Document project decisions, issues, and resolutions.

**6. Quality Assurance:**

* Implement quality control processes to maintain the integrity and reliability of the antenna pointing system.
* Ensure that project deliverables meet the required quality standards.
* Collaborate with the system engineer to resolve quality-related issues.

**7. Change Management:**

* Manage changes to project scope, schedule, or budget, ensuring proper documentation and communication.
* Evaluate the impact of changes and make recommendations to senior management.
* Maintain change logs and track change requests.

**8. Stakeholder Engagement:**

* Build and maintain strong relationships with project stakeholders, including clients, regulatory authorities, and subcontractors.
* Address stakeholder concerns and facilitate effective collaboration.

**Limits of Authority:** The Project Manager has the authority to make day-to-day project-related decisions within the approved scope, schedule, and budget. However, significant changes to project scope, budget, or major project decisions may require approval from higher-level management or project stakeholders. The Project Manager should also collaborate closely with the System Engineer to ensure alignment with technical aspects of the project.

*Note: The duties and responsibilities listed in this role card are not exhaustive and may be subject to change as project requirements evolve.*