**Role title**: Project Manager

**Brief role description**: responsible for the planning, management and co-ordination of the project.

# Personal objectives:

|  |  |  |  |
| --- | --- | --- | --- |
| Objectives | Evidence provided in self-appraisal document | Sprint 1 | Sprint 2 |
| Project/people management | See procedure CDP03 | ✓ | ✓ |
| Risk assessment | See procedure CDP03 | ✓ |  |
| Presentation to client | See procedure CDP03 |  | ✓ |
| Collaboration | See procedure CDP06 | ✓ | ✓ |
| Attendance | See procedure CDP01 | ✓ | ✓ |

# Personal skills:

* Organization
* analytical skills
* commercial awareness
* communication
* team working
* diplomacy
* ability to motivate people
* management skills
* Proactive, self-motivated, logical and objective
* Ability to work well under pressure, as part of a team or alone

# Relevant Procedures

* CDP01 – Attendance
* CDP03 – Project Management
* CDP06 – Collaboration