**Apollo’s Project Manager Validation**

Executive Summary

The creation of Apollo’s project management position addresses the increasing need for efficient task organization and execution. The Project Manager (PM) enhances task completion rates by breaking down projects into actionable steps and delegating these tasks to team members. Additionally, the PM ensures the effective dissemination of crucial information through various communication channels, visual aids, and house meetings. This role has significantly improved collaboration among Apollo residents, driving collective progress and achieving project goals.

Background

Prior to Mark Endicott’s position as Apollo’s finance officer, Apollo had a track record of consistently late (or missing) utility payments and a lack of attention to member reimbursements, fines, and credits. Additionally, there were problems with other administrative roles. This contributed to a cycle of financial burden on Apollo. For example, Apollo’s internet bills were unpaid for approximately a year, resulting in $3000+ to repay to MetroNet. Moreover, Apollo collected a substantial amount of facilities-related tasks (12+ facilities tasks at any given time). The ideal completion of these tasks has been shown to exceed the abilities of Apollo’s officers. Also, there was no clear payment or incentive for members/officers to complete these tasks aside from dire circumstances. Mark Endicott overhauled Apollo’s finances, resulting in a 90+% decrease in late payments, 100% repayment of all pending bills, and a more thorough chore fine/credit system. Seeing the need to address more than just financial problems, Mark produced the project manager role. This allows someone who is incentivised by credit to organize the completion of house tasks and acts as a repository of information on house concerns.

Role and Responsibilities

* Monitor the Apollo group chat to record any projects of interest (or ideas) in a spreadsheet.
* Document the contributions of house members and ensure they are appropriately compensated.
* Request regular status updates on currently active projects to the relevant assignees.
* Act as a house representative when communicating with contractors or officials.
* Facilitate the completion of projects through communication, delegations, and organization.
* Facilitate house meetings provided no one volunteers.
* Keep track of important house files and documentation in a google drive.
* Communicate house-related information to the members whenever necessary.
* Produce and monitor key performance metrics.

Key Achievements

* Produced an organization structure for 2024 chore fines/credits, correctly allocating $4700 to the rightful parties.
* Assisted in repayment of approximately $4000 late fees.
* Reorganized Apollo’s 2024 chore tracking spreadsheets, allowing for the production of chore metrics per person with visualizations/graphs.
* Facilitated the completion of 15+ house meetings, with positive testimonials regarding productivity.
* Successfully coordinated interim, preparing the house members.
* Maintained a consistent stream of communication with relevant SHC personnel regarding pressing projects.

Evidence and Documentation

Testimonials

Conclusion