FUJITSU

PROJECT COORDINATOR   PMPO10ICXX

PROGRAM & PROJECT SUPPORT GENERALIST   PROJECT MANAGEMENT

Role Purpose

The primary responsibility of the Project Coordinator will be to provide Project or Program support by operating defined processes or procedures against a defined standard. They will assist in the successful delivery of Projects / Programs or PMO services by coordinating specific activities which could include but not be limited to , document management, planning, risk or financial management.

Key Accountabilities

- Co-ordinate data collection from all members of the Project / Program or PMO, consolidating that data and providing summary reports for stakeholders
- Sets up and maintains a tool for all Project / Program documentation (e.g. ProjectHub)
- Takes appropriate security measures for documents and equipment and maintains project documentation
- Coordinate project plans, maintaining document control for the Program
- Supports the analysis of risks and maintains the Risk Log
- Support the Project / Program change management process
- Co-ordinates collection of financial information to update the project's financial records. Provides appropriate stakeholders with the up-to-date financial position and forecasts
- Co-ordinate the Project / Program resource plan
- Organisation of meetings

Key Performance Indicators

- Assignment feedback
- All contractual Project and Program documentation is maintained and available for review/audit
- ProjectHub or equivalent tool maintained
- Conformance to relevant policy and procedure documentation
- Internal Project / Program / PMO Service Survey scores
- Adherence to Program & Portfolio Management Office Key Performance Indicators where applicable
- Adherence to the Program & Portfolio Management Office Charter or Project PID where applicable

Competencies

Refer to **SFIA Framework** for Professional Competencies (Primary competencies in bold)

• **Portfolio, program and project support (PROF) Level 3**	• **Change management (CHMG) Level 2**
• Conformance review (CORE) Level 3	• Portfolio, program and project support (PROF) Level 2
• Supplier relationship management (SURE) Level 2	

Refer to **Fujitsu Competencies**