# ROLES & RESPONSIBILITIES OF MR. HARI TAPLIYAL

**OBJECTIVES:**

* To setup Project Management Office which can be instrumental for successful project deliveries.
  + No project should fail because of last moment surprises
  + Every project should be plan adequately & monitored closely
  + Define project management framework with project process flow, templates, checklists
  + Develop a project management system which has built in capability to improve
  + Develop project management systems based on industry best practices, international standards, organization need and organizational capability.
  + Putting best project governance systems in place where with minimum intervention maximum success can be derived.
* Create project/department based dashboards for Senior Management & HOD
* Automate reporting and tracking to the maximum extend keeping ROI in mind
* Implementing MSP & EPM.
* Centralized resource management to know the resource loading, forecast the resource need & resource demand management
* Setup up Project Based Knowledge management system
* Providing best guide to internal project managers.
* At the end of assignment handing over PMO Head framework and responsibilities to internal PMO Head.
* Becoming a role model for internal project managers. So that they continue doing right things for the project even in my absence.

**OTHER ACTIVITIES:**

* Gap Analysis by review of existing facility/systems, which includes Processes, Systems, Tools and People.
* Helping existing project managers in planning and tracking the project work.
* Define R&R to make PMO successful within the TEAM.
* Identify, propose & finalize PMO head, Project Managers, Project Management Team members from various departments of the TEAM
* Conduct multiple short duration workshops for PM, PMT, HOD on various project management related topics like below
  + Project Management Roles & Responsibilities
  + Kanban Board
  + CCM & CPM
  + Risk Management
  + Project Estimation Techniques
  + Scheduling Using Microsoft Project
  + Change Management
  + Project Leadership
  + Project Resource Optimization
  + Etc.
* To start with, select 20-30 critical projects and distribute those among existing project managers.
* Oversee the plans prepared by Project Managers for these projects and help upload in EPM.
* To ensure PM & PMT start using the tool on regular basis.