**Job Description**

# PROJECT MANAGER (PM)

The Project Manager is responsible to run the project on a day-to-day basis on behalf of the PMO Head, COO and Client within the constraints laid down by them. He need to ensure that the project produces the required products within the specified tolerances of time, cost, quality, scope, risk and benefits.

# Responsibilities

The Project Manager's responsibilities include the following:

* Coordinate with various department and get the estimates for their work in the project
* Prepare a consolidated project schedule which is acceptable to all the parties and customer.
* Get project plan approved and baselined from PMO Head
* Ensure integrity of the project baseline
* Any change to the baseline should be assessed and approved from change authority
* Ensure daily standup meetings happens routinely
* Ensure his/her project activities are correctly reflected (as per the baseline) on the Kanban board
* Ensure work progresses as per the baseline
* Ensure Kanban is updated on daily basis
* Ensure impediments are resolved within agreed timeline
* Own those impediments which project team members cannot resolve
* Maintain all project related documents like risk register, issue register, lessons log
* Brief to the PMO head and other stakeholders on project progress on need basis
* Ensure team members report the progress on daily basis
* Make sure project team members understand the work clearly and deliver as per the expectation
* Ensure risk are managed proactively
* Ensure project plan is live all the time and reflects project finish date correctly
* Ensure late delivery of the project is Zero.
* Accept project from PMO Head along with all the documents created before getting project within organization
* Negotiate resource requirements with PMO Head
* Ensure configuration management system is in place
* Ensure she/he understands project & stage thresholds
* Ensure he understands project requirements fully
* Completing each milestone and project within the cost, time, scope, quality, risk, benefit tolerance defined in project baseline
* PM is accountable towards the PMO Head
* Coordinate with PMO Head and ensure there is no duplicate work at organization level
* Liaise with any external suppliers or account managers
* Manage customer expectations rightly
* Lead and motivate the project team
* Ensure that behavioral expectations of team members are established
* Manage the information flows between the directing and delivering levels of the project
* Manage the production of the required products, taking responsibility for overall progress and use of resources and initiating corrective action where necessary
* Establish and manage the project's procedures - risk management, issue and change control, configuration management, and communication
* Authorize Work Packages of the stage to the team
* Advise the Project Board of any deviations from the plan
* Face configuration audit, project process compliance audit and ensure there is no non-compliance

# Competencies

* Planning
* Time management
* People management
* Problem solving
* Attention to detail
* Communication
* Negotiation
* Conflict management
* Emotional Intelligence

# Experience

* 5-10 years of industry experience as a project leader or project manager in Manufacturing or Engineering organization

# Education

* Any project management certification is plus
* Degree holder or Diploma holder