

## Project Manager Assignment Document

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**Project Name:**

Implementation document processing tool

**Project Code:**

IX-RD-PS-Smartsoft-01

**Date:**

03/2025

**Objective of the Document**

The purpose of this document is to formalize the assignment of a Project Manager to lead, coordinate, control and follow up on the project called "Implementation document processing tool".

**Assigned Project Manager Data**

- **Full name:** *Edwin Mendoza*
- **Position:** *Project Manager*
- **Department:** *Operations Management*
- **Email:** edwin.mendoza@intcomex.com
- **Contact phone:** (+57) 55 123 456 789

**Assigned Responsibilities**

The Project Manager will be responsible for:

- Plan, coordinate and supervise project activities.
- Ensure compliance with deliverables within the defined timeframe, scope, and budget.
- Maintain constant communication with stakeholders.
- Manage project risks and issues.
- Document and report progress to the project steering committee.
- Ensure the quality of deliverables and compliance with defined standards.



### Duration of Assignment

This allocation will be in force from **March 2025** until the official completion of the project, estimated for **May 2025**, unless otherwise provided by the Directorate-General.

### Approvals

Name	Charge	Signature	Date
Joseph Bouhadana	VP Cloud		10/03/2025
Aldo Barrios	Operations Manager		10/03/2025
Edwin Mendoza	Assigned Project Manager		10/03/2025