

Project Manager Assignment Document

Project Name:

Infinity Infrastructure Migration and Modernization

Project ID:

IX-RD-PS-Infinity-01

Date:

11/2024

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 "Infinity Infrastructure Migration and Modernization".

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*
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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 **November 2024** until the official completion of the project, estimated for **April 2025**, unless otherwise provided by the Directorate-General.

Approvals

Name	Charge	Signature	Date
Joseph Bouhadana	VP Cloud		11/11/2024
Aldo Barrios	Operations Manager		11/11/2024
Edwin Mendoza	Assigned Project Manager		11/11/2024