

Project Manager Assignment Document

Project Name:

Implementation document processing tool

Project Code:

IX-RD-PS-Smartsoft-01

Date:

09/2024

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 "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 **September 2024** until the official completion of the project, estimated for **December 2024**, unless otherwise provided by the Directorate-General.

Approvals

Name	Charge	Signature	Date
Joseph Bouhadana	VP Cloud		09/2024
Aldo Barrios	Operations Manager		09/2024
Edwin Mendoza	Assigned Project Manager		09/2024