**Project Manager Assignment Document**

**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 |