

# Role Profile: Project Manager

Role Levelling

P3

Purpose	Key Relationships
<p>To manage the timely delivery of technology related projects to cost and quality, for the customer and member-facing business and / or back-office functions, in line with the defined technology roadmaps and business strategy.</p> <p>To manage several discreet projects at any one time or be dedicated to a larger project or workstream (as part of a programme) lasting over a prolonged time period.</p>	<p><b>CTO teams:</b> Architecture, Service and Ops, Software Engineering, Security</p> <p><b>Business teams:</b> Sponsors . Product Owners, stakeholders (multi-functional)</p> <p><b>Project teams:</b> Programme Management Office, SMEs and business partners as appropriate</p> <p><b>External 3<sup>rd</sup> party suppliers</b> (various)</p>

Key Accountabilities	Measures of Success	Experience/ Qualifications Required
<ul style="list-style-type: none"> <li>Project / workstream delivery to time, cost and quality, raising change control and seeking approval as necessary for deviations from the original business case</li> <li>Managing communication and relationships with all stakeholders (including Exec Sponsor) throughout the delivery lifecycle, ensuring a communications and engagement plan is in place and executed for successful implementation of change</li> <li>Forecasting, tracking and reporting on project spend and benefits, agreeing a process for the benefits realisation review following the completion of the project</li> <li>Creating and managing the project plan, RAIDD log (risks, issues, actions, decisions and dependencies) and change control processes</li> <li>Putting clear project governance in place including the preparation of stagegate reviews, application of a clear project RACI and agreement of handover of activity into BAU</li> <li>Motivating and leading the project delivery team, including functional Subject Matter Experts, IT architects, developers, testers and process / product analysts to deliver on time and to budget</li> <li>Managing delivery of the project with third party vendors and systems providers</li> </ul>	<p>Project managed to:</p> <ul style="list-style-type: none"> <li>Time</li> <li>Cost</li> <li>Quality</li> </ul> <p>Clear communication and stakeholder management in place throughout the project</p> <p>Positive adoption of change in BAU</p> <p>Project benefits realized and reported</p> <p>Financial control and transparency of spend</p>	<p>Project Management Qualification: (Prince 2 Practitioner, Agile, PMP equivalent) and / or experience of having used these frameworks across the full project lifecycle</p> <p>Prior experience of having managed business and / or IT change projects</p> <p>3-5 years' experience of delivering ERP or finance system projects (implementation, upgrade or optimisation)</p>