

PROJECT MANAGER – ROLE SPECIFICATION

Job Description

Title	Project Manager
Description	To organise, plan, manage and control projects from order review through to receipt of final payment. To ensure that the completed project is capable of delivering the business benefits defined in the sales process. To motivate all team members assigned to the project to ensure high quality deliverables are produced
Location	Four Marks, Hampshire, UK
Reports to	Operations Director
Manages	No management responsibilities
Key responsibilities	<p>General</p> <ul style="list-style-type: none"> • To follow the ATP Job Management procedures in line with the ISO 9001 requirements • Accountable at any one point in time for multiple projects (typical 2-5 at one time) of gross margin of approximately £200K • Responsible for setting in place the baseline and control framework for all allocated projects • Responsible for monitoring and control of projects through to handover to customer and services. • Responsible for managing support from project coordination and procurement within the team and services and third parties outside the team. • Responsible for maintaining a close working relationship with the customer and ensuring effective communication and control is maintained throughout the project lifecycle • Resource scheduling of both internal staff and third parties • To develop project plans according to the deliverables and milestones defined in tender documents, and to keep all project plans up to date • Report back to the Operations Director on a weekly basis with the status of projects • To escalate issues to the Operations Director as appropriate • Liaise with all third parties involved in the project to ensure that third party tasks are carried out in accordance to the project plan. • Ensure that Project information is kept accurate and up to date. • Identify and report any variances in project costing to management. • Ensure all projects are completed and invoiced 100% • Chair the initial meeting with the aim of: validating the work order; identify/confirming customer requirements; identify constraints and dependencies; identify roles and responsibilities; validate functional specifications, validate data requirements • Maintain and manage the data submitted by customers to ensure ATP has

	<p>the latest information to analyse and prepare pilot or live products</p> <ul style="list-style-type: none"> • Production of risk analysis and identification of ways to prevent high impact risks becoming issues • Manage all issues within the project to resolution. • Hold project meetings as required and minute all meetings and provide customers with meeting summary. • Attendance on site for first day of installation, during installation, go-live day and follow up visit, if agreed with client during sales process, or deemed necessary due to progress and or complexity of installation. • Identify and document all areas of change control during the project lifecycle and communicate them to the relevant people for action and approval. • Liaise with all project team members to ensure information is effectively communicated and issues highlighted. • Preparation of all site documentation defined in the ATP Quality Manual. • Ensure project completion notes signed by client on go-live and on follow up with any issues that could delay payment identified. • Escalate any project issues that could result in customer complaints to management. • Where purchased, ensure maintenance contracts for installed solutions are set up for go-live <p>Team Management</p> <ul style="list-style-type: none"> • There will be no team management responsibilities <p>Budgets</p> <ul style="list-style-type: none"> • There will be no budget responsibility
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Individuals' Specifications

Location	Within commuting distance of Four Marks office.
General	<ul style="list-style-type: none"> • Excellent troubleshooting skills. • Good understanding of PC's and Windows Networking. • Good understanding of high-end Windows based server platforms and SQL. • Excellent customer relationship skills. • Skill in organising resources and establishing priorities • Ability to supervise and train employees, to include organising, prioritising, and scheduling work assignments • Knowledge of management principles and practices • Ability to develop and maintain recordkeeping systems and procedures • Strong interpersonal and communication verbal and written communication skills • Ability to gather and analyze statistical data and generate reports • Ability to determine training objectives • Knowledge of faculty and/or staff hiring procedures • Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures

	<ul style="list-style-type: none"> • Demonstrated ability to develop and implement strategic, responsive training and development plans and programs • Ability to develop, plan, and implement short- and long-range goals
Educational qualifications	Likely to be educated to degree level or equivalent experience
Practical experience	Two+ years of managing software projects preferably with international clients and knowledge of dealing with different cultures
Technical (if appropriate)	Proficiency with the following: <ul style="list-style-type: none"> • Hands-on experience with defect-tracking processes and tools • Windows XP, 2K • Internet web browsers 5.5+ • MS Office Suite • Understanding of ASP, JavaScript, and XML • Understanding of web server processes • Strong knowledge of PC and understanding of the Internet • Knowledge of process of web development and software development lifecycle • Excellent documentation skills
Commercial (if appropriate)	Should have had at least 2 years experience working in a service-orientated company.
Languages	Would be useful