

Project Manager

Primary Duties and Responsibilities

Oversee the planning, implementation, and tracking of a specific project which has a beginning, an end and specified deliverables. The Project Manager performs a wide range of duties including some or all of the following:

Plan the project

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion

Staff the project

- In consultation with the appropriate manager, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities
- Manage project staff and/or volunteers according to the established policies and practices of the organization
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Contract qualified consultants to work on the project as appropriate

Implement the project

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

Control the project

- Write reports on the project for management and for funders
- Communicate with funders as outlined in funding agreements
- Monitor and approve all budgeted project expenditures

- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements

Evaluate the project

- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Qualifications

Education

- University Degree in a related subject

Professional designation

- None

Knowledge, skills and abilities

- Knowledge of project management

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Data base management
- Spreadsheets
- E-mail
- Internet

Experience

- 2 to 3 years planning and/or management experience