

- 2.4 Work with the project sponsor until project conclusion.
- 2.5 Define the skills required for each project and establish the project team.
- 2.6 Monitor progress against the plan, report deviations and propose corrective action.
- 2.7 Provide regular and timely feedback and progress reports to the project sponsors and the Executive team.
- 2.8 Delegate tasks and responsibilities to appropriate personnel.
- 2.9 Track project milestones and deliverables.
- 2.10 Proactively manage changes in project scope identify potential crises and devise contingency plans.
- 2.11 Where required, negotiate with other department managers for the acquisition of required personnel from within the company. Where external resources may be required raise this with the project sponsor.

3. PROJECT DELIVERABLES

- 3.1 Provide information to enable invoices to be raised.
- 3.2 Ensure the deliverables are of appropriate quality.
- 3.3 Make the project sponsor aware if a project is no longer viable.
- 3.4 Responsible for providing sufficient information to enable the Project Sponsor to keep the project within budget.
- 3.5 Facilitate regular project meetings and or regular updates at appropriate intervals with members of the project team to ensure deliverables in accordance with the project plan.
- 3.6 Keep track of lessons learned and share these with project team members to encourage continuous improvement in the methodology of project deliverables.
- 3.7 Comply with and help to enforce standard policies and procedures, obtaining advice and guidance from the Quality and Risk Manager as appropriate.
- 3.8 Develop full scale project plans and associated communications documents.

- 3.9 Define project success criteria and disseminate them to involved parties throughout the life cycle of the project.
- 3.10 Plan and schedule project timelines and milestones using appropriate tools.
- 3.11 Identify and manage project dependencies and critical path.
- 3.12 Define project scope, goals and deliverables and support business goals in collaboration with executive management and stakeholders.
- 3.13 Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.

4. PROJECT GOVERNANCE

- 4.1 Establish a Project Management Central, incorporating a source of advice, induction for new staff into how project management is done within the business, retain a toolkit, collect and collate examples of good project management at STC, ensure key governance activities are recorded, collect information for weekly status reports.
- 4.2 Maintain a complete record of commercial agreements and contract changes made post award.
- 4.3 Incorporate the business quality requirements into all aspects of the project.
- 4.4 Identify project risk and propose actions. Establish a Risk Register and ensure that an action is made against each risk.
- 4.5 Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- 4.6 Develop best practices and tools for project execution and management.

5. PROJECT ACCOUNTING

- 5.1 Track and report team hours and expenses and charge out rates on a weekly basis
- 5.2 Analyse project spend and flag with sponsor potential breach of allocated budget in advance of overspend.
- 5.3 Ensure appropriate allocation of budgetary cost against the accounting expenses code and report budget spend to the budget holder and project sponsor on a weekly basis.

