

Project Manager Role and Responsibilities

Project Name:	HFTC Neighbourhood Plan		
Project code/JN:		Customer:	Higham Ferrers Residents
Project Manager:	Philip Toogood	Project Sponsor:	Higham Ferrers Town Clerk
Project Description	A 20 year vision for the development of Higham Ferrers		
Project Manager appointed:	July 2013		
Appointment Approved by:		Date of Appointment:	

Context

The Project Manager runs the project day to day on behalf of the Steering Group within constraints set by them.

The job of the Project Manager is to make sure the required products are produced within the set tolerances and that the overall result of the project achieves the benefits required by the Business Case.

Responsibilities

Prepare the following management products to baseline and agree with the Steering Group:

- Project Mandate and Strategy documents
- Project Plan and Schedule
- Exception plans as required

Maintain the following records:

- Issue Register
- Risk Register
- Lessons Log

Prepare the following Reports for the Steering Group:

- Monthly Progress Report
- Issue Reports
- Lessons Reports
- Exception Reports
- End Project Report

Project Manager Role and Responsibilities

- Manage the production of the products, being responsible for progress and resources at a high level and commencing corrective actions when required
- Set up, manage and monitor the strategy and implementation of procedures and controls on the project including, risk, issues, quality, communications, monitoring and reporting
- Keep the Steering Group informed of deviations from Plan

Competencies

These are highly dependent upon the type of project and its environment. To be successful the Project Manager will need to balance differing parts of the role and competency to different circumstances.

Key competencies include:

- Planning
- Time Management
- People Management
- Problem Solving
- Attention to Detail
- Communication
- Negotiation
- Conflict Management