

PDD - 500 : Project Manager

10-Mar-16

Position Description:

The INCOSE Project Manager is appointed by the President with a two-year term of office. The Project Manager reports to the assigned project/initiative lead, coordinates with the Chief of Staff (CoS) and works on behalf of the INCOSE Board of Directors. The Project Manager oversees the planning, tracking and control of the assigned projects, including the appropriate integration with other projects and functions within INCOSE.

Responsibilities:

- Provide planning advice to Champions, other Directors
- Support INCOSE projects as tasked, to include:
 - o Plan/re-plan in line with project objectives and available resources
 - o Ensure alignment with INCOSE Strategic Objectives, as applicable
 - o Plan and execute assessment and control mechanisms
 - o Ensure integration of effort with other relevant efforts of INCOSE or key stakeholders
 - o Report progress against plan timescales and budget
 - o Ensure appropriate communication and visibility with BoD and other INCOSE entities

Authority:

- Budget/resource control for assigned projects

Accountability:

- Accountable to the Champion, initiative lead, or director who is leading the project(s)
- Coordinates activities with Chief of Staff, providing reporting and measures for the projects, taking input for integration across projects
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Organised, reliable, and accountable
- Proven program/project management skills
- Ability to integrate across projects/groups to common objectives
- Successful experience leading multiple projects concurrently to achieve planned deliverables and objectives
- Good interpersonal and communication skills – good team builder
- Skilled in development and implementation of meaningful measurements
- Good working knowledge of INCOSE

Level of Effort