

Assistant Project Manager

Job Summary

The Assistant Project Manager oversees the activities of project team members and monitors project task completion. This involves documenting all project related information and controlling project expenses.

Job level: Manager

Competencies

Project Planning (Level 3)

Defining, elaborating, and prioritizing objectives, activities and milestones. Securing resources (people, material, information, budget and time).

Applies the competency in the full range of typical situations, requiring guidance in only the most complex or new situations.

- Develops the complete project plan based on a project charter and integrates planning activities.
- Selects suitable project management methodology or process.
- Develops a cost management plan which may include means of lowering budget costs through acquisition of new organizational assets.
- Identify internal and external dependencies.
- Develops contingency plans to minimize impact of anticipated and potential changes to the project plan.
- Develops quality standards and success criteria for the project.

Managing Project Communications (Level 2)

Managing, controlling and monitoring the nature of project information and communication directives to ensure that information needs are met.

Applies the competency in common situations that present limited difficulties, working with a moderate level of guidance.

- Prepares internal communication materials.
- Selects communication tool-set and methods based on message and stakeholder requirements.
- Uses various communication vehicles to disseminate messages.
- Follows up with project team and stakeholders to ensure messages were interpreted as intended.
- Conducts various meetings such as Kickoff, Planning, Review, Demonstrations, Closeout and Post-Mortem/ Lessons Learned.
- Communicates project plan including budget and schedule with project members and stakeholders.

Project Risk Management (Level 2)

Identifying, assessing, prioritizing, documenting and managing risk and its impact.

Applies the competency in common situations that present limited difficulties, working with a moderate level of guidance.

- Identifies risks within own project.
- Completes risk tracking tools such as risk register and risk breakdown structure.
- Evaluates risk consequences, probability and impact.
- Develops solutions to address barriers in project and monitors results.
- Recommends corrective action regarding risk for a small project or component of a large project.
- Communicates the risks associated with budget, schedules and scope to stakeholders and project team members.
- Updates risk response plan when risk is realized, avoided, transferred or mitigated.

Managing Project Execution (Level 3)

Assigning, measuring and controlling resources (budget, people and materials).

Applies the competency in the full range of typical situations, requiring guidance in only the most complex or new situations.

- Engages resources for projects that span across multiple functions/projects.
- Identifies capability and capacity issues to evaluate the degree to which resources are delivering.
- Provides justification or business case for resource requests.
- Implements ways of optimizing resource use.
- Tracks project progress against established baselines, providing guidance as required.
- Reaches agreement with others for access to suitable resources.

Attention to Detail (Level 2)

Working in a conscientious, consistent and thorough manner.

Confirms details before deciding how to act

- Seeks out others to check or review own work for accuracy and completeness.
- Verifies assumptions and information before accepting them.
- Reviews all relevant information or aspects of a situation before taking action or making a decision.

Digital Literacy (Level 2)

Engaging with digital technologies to accomplish goals and solve challenges in the workplace.

Uses digital technologies for well-defined tasks.

- Uses a combination of strategies to find information online.
- Uses digital tools to improve the efficiency in conducting routine tasks, such as managing documents and handling emails.
- Creates digital content in common formats to share information or opinion, abiding by copyright or licensing rules when using digital information/content.
- Selects the appropriate measures for protecting devices and digital assets.
- Conducts basic trouble shooting by utilizing help functions, web searches, or forums.

Fostering Communication (Level 2)

Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

Fosters two-way communication

- Recalls others' main points, taking them into account in own communication.
- Checks own understanding of others' communication (e.g., paraphrases, asks questions).
- Elicits comments or feedback on what has been said.
- Maintains continuous, open and consistent communication with others.

Initiative (Level 3)

Dealing with situations and issues proactively and persistently, seizing opportunities that arise.

Addresses imminent issues or opportunities ("Imminent" does not necessarily mean that a "crisis" is involved)

- Takes action to avoid an imminent problem.
- Capitalizes on an imminent opportunity.
- Suggests ways to achieve better results or add value beyond the current situation.
- Perseveres in seeking opportunities to advance organizational objectives in the near term.

Responsibilities

Product & Project Management

- Present project status to management at each monthly project meeting and project milestone meetings
- Document all project-related information
- Oversee the activities of project team members, and monitor project task completion
- Prepare and review project estimates, and maintain estimating tools
- Control expenses and costs on the project
- Define project scope, deliverables, and requirements in collaboration with project stakeholders
- Adhere to a structured project management methodology
- Assess, plan, and engage project resources as needed throughout the life of the project
- Ensure that the project is constructed and delivered as contracted
- Ensure that project complies with company quality management procedures

Knowledge Areas

- Microsoft Office Suite (Intermediate)
- Microsoft Project (Intermediate)
- Microsoft SharePoint (Intermediate)
- Project Management Methodologies (Intermediate)
- Systems Development Life Cycle (SDLC) (Intermediate)