

1 Project Manager

Job Title	Project Manager
Team	Business Unit

1.1 Position Overview

The role of the Project Manager is to execute and managing the implementation of web solutions throughout project lifecycle. The nature of each solution will be highly varied from websites, intranet and bespoke development applications. All projects will be based on Microsoft .NET technologies and applications, principally SharePoint 2007. The Project Manager will be managing up to 7 projects simultaneously.

1.2 Position Goal

1. To execute projects from end-to-end through the project lifecycle
2. To ensure successful project completion (time, satisfaction and profitability)
3. To ensure customer satisfaction

1.3 Duties and responsibilities

1. Manage projects to Content and Code project management methodologies including SCRUM and traditional waterfall
2. Project planning – scheduling resources (with Resource Manager); team management; budget and cost control using Microsoft Project
3. Lead customer and team meetings; project status meetings, workshops
4. Produce project management documentation and deliverables; project status reports, meeting minutes, project plans, risk registers, and issue reports
5. Review and ensure project deliverables meet requirements and quality standards (checklists, QA testing) and sign off.
6. Advising customers on web solution best practice; business analysis of requirements and recommendations of technical solution (with the Solutions Consultant)
7. Liaise with and manage the project team
8. Liaise with the customer as the day to day contact on project
9. Assess new project requirements such as Change Requests (with the Account Manager)

1.4 Skills & Experience

1.4.1 Required skills

1. Web production experience through the full web project lifecycle
2. Working / advisory knowledge of web technologies such as HTML, CSS, XML and server applications such as SharePoint 2007
3. Project management experience

1.4.2 Desirable skills

1. Consultancy or PM experience with SharePoint 2007 projects
2. Consultancy or PM experience with Microsoft technologies such as .NET and SQL server

1.4.3 Experience

1. Web and IT Consultancy experience across multiple projects and customers/industries
2. Web agency or IT consultancy background

1.4.4 Qualifications

- New Media, Computer Science or IT degree desired

1.5 Required Competencies

Please see the Content and Code Competency Framework for detailed descriptions of the competency levels required for this role.

Achieving Results			Analysing and Deciding			Interacting with people		
Applying Skills & Exp	Client Focus	Making it Happen	Problem Solving	Creativity	Planning & Organising	Influencing	Team Working	People Leadership
2	2	2	3	2	2	2	2	2

Definitions:

1. Applying Skills & Experience: The level to which technical knowledge, skills and experience are applied, either internally or with clients
2. Client Focus: Ensuring that client, internal stakeholder and partner needs are met, expectations exceeded and opportunities maximized across the range of solutions, technologies and services offered
3. Making it happen: Maintaining a clear focus on ‘excellence’ and detail across all activities. Displaying consistent ownership of work and determination to get things done, often in the face of adversity and changing circumstances
4. Problem Solving: Tackling issues through relevant research, analysis and decision making, often requiring mental agility and working to deadlines. May involve managing risk

5. Creativity: Optimising results from resources and new opportunities. Developing original ideas that will lead to commercial advantage and profit for Content and Code, in line with business goals
6. Planning and organising: The level at which the role is involved in meeting business and client requirements through ensuring that activities are delivered to deadline and specification through effective project/resource management
7. Influencing: The ability to transfer in information in a clear and format relevant to the audience, both internal and external, creating positive relationships
8. Team working: Sharing knowledge and expertise to achieve business objectives, across a range of internal and client teams. Building common understanding, raising standards and outputs
9. People leadership: Working with others to improve skills, knowledge and outputs. Includes undertaking coaching, mentoring and performance reviews that contribute to an overall ethos of 'excellence'

1.6 Possible career paths

The Project Manager role can lead to a team management, senior management or, programme management position. There is also scope to move to other teams such as the Solution team (consultancy) and Account Management / New Business team.

1.7 Content and Code Benefits

- Annual Bonus scheme
- 23 days annual vacation with 1 extra day vacation for every year of service
- Private Health Insurance
- Private Dental Insurance
- Subsidized Gym Membership to Virgin Active, LA Fitness or Canons.
- Fully subsidised training
- Flexible hours
- Fast opportunity to advancement in rapidly growing company

1.8 About Content and Code

- Content and Code is the Number 1 Microsoft SharePoint consultancy in the UK
- Recently awarded the Microsoft Search Partner of the Year
- Winner of Deloitte Technology Fast 500 EMEA 2007 Award
- Sole specialists in SharePoint and Microsoft .Net technologies
- Strong and varied customers from Sony, easyJet, British Council, Microsoft, Wembley Stadium, The Body Shop etc
- Microsoft Gold Partner with 7 competencies, more than any other consultancy in the UK
- 1 of only 12 companies on the Microsoft Advisory Council in the UK
- Fast growing company
- Dynamic and fun atmosphere