

# TEAM 3667 - MECANUM KNIGHTS



## JOB TITLE: **PROJECT MANAGER (ENGINEERING / OPERATIONS)**

### GENERAL DESCRIPTION:

A project manager is responsible for overseeing the execution of the overall Mecanum Knight's First Robotics project. This is an excellent opportunity to learn project- and people-management skills, which are both highly desired in the workplace. On Team 3667, there are two project-manager (PM) roles available that split the work along lines for Robot Division and Business Division. Within each division, the PM will develop and update the team's activities to achieve on-time task deliveries and therefore will be instrumental in helping the team to achieve a successful project completion for competition.

- Creating and updating project plan
- Creating and updating daily task tracking and resource plans to support the project plan
- Following-up on status for tasks, reviewing status with team members and mentors, raising awareness of problems and creating contingency plans when necessary

### KEY SKILLS :

Skills will be coached and learned during the role

- Basic computer knowledge including use of Microsoft Excel
- Have or desire to learn project-management and task-management tools and processes
- Be committed to the team and the project-management process
- Through collaboration, be able to check and track task status, manage resources for task completion, summarize and report project status and manage schedule changes when the plan needs to be altered
- Be respectful of fellow team members but also able to hold them accountable to task assignments

### DETAILED JOB DESCRIPTION:

#### Project Plan

- Create (from a provided Excel template) the overall project plan - when will key tasks need to start and be completed — and who will be responsible
- Discuss with team members, mentors/coach the status of key deliverables
- Raise awareness of project plan status via presentations at team meetings
- "Red Flag" any project plan issues as they arise and work with team members and mentors for modifying the plans accordingly

#### Daily Tasks and Resource Management

- Create daily detailed task assignments that support the project plans key deliverables
- Assign resources (team members) to support daily task
- Update status of tasks throughout the daily meetings and raise concerns if a task is at risk of not being completed
- Make sure the daily task tracking and resource assignment is done in a visual method that is easily understood (templates/ suggestions will be provided)

POSITION FILLED

PERSON HIRED

DATE HIRED \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDITIONAL COMMENTS