

Job Description

1. Overall owner of all project aspects across functions – Design, Construction, Liaison, Property Affairs, Accounts, and Sales. PM is mini CEO for the project and is expected to manage the project as a standalone entity.
2. P&L responsibility of assigned projects
3. Freezing & updating project timelines in coordination with functional SMEs
4. Reviewing project progress and raising flags wherever lag is found
5. Coordinating with Functional heads to ensure that all project resources as per project timelines are available on schedule
6. Resolving issues by seeking management advice
7. Publishing periodic updates to senior management on project status
8. Estimating project cost and analyzing variances vis-a-vis actual cost in consultation with Functional SMEs

Job Responsibilities

1. Identifying and Maintaining an exhaustive list of all project activities with timelines and responsibilities
2. Updating the project activities as per evolving scope
3. Updating the project timelines as per evolving progress
4. Tracking the project cost and updating the same as per evolving conditions.
5. Updating management of any cost escalations and seeking approval for the same.
6. Reviewing the project progress with project stakeholders and plan for course correction as needed e.g. Crashing timelines by increasing manpower or working hours in case of delay
7. Publishing fortnightly project progress along with the critical activities for the forthcoming fortnight
8. Coordinating with all the stakeholders for the smooth and timely implementation of the assigned projects
9. Training and mentoring team members
10. Resource planning on a timely basis