

Project Manager Job Description



Project Manager Job Description for Solidappmaker

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Job Title: Project Manager

Summary of the Role:

Solidappmaker seeks a Project Manager to guide software development projects from inception to completion, ensuring alignment with customer expectations and company standards. This role involves managing project deliverables, timelines, and resources, while fostering customer relations and team collaboration.

Responsibilities and Duties:

- Develop and maintain project plans, including scope, schedule, resources, and budget.
- Serve as the primary communication hub between clients, the development team, and company management.
- Oversee project milestones from planning, design, development, testing, to deployment, ensuring quality standards.
- Facilitate daily communication and weekly sprint reviews with the customer using preferred tools like Skype (for chat) and Zoom (for weekly conference call).
- Coordinate with the Sales Manager to transition from sales to project initiation smoothly.
- Conduct kickoff meetings (kickoff meeting is setup Sales Manager) to align project objectives with customer and team expectations, facilitated through Zoom and documented for reference.
- Maintain direct and regular communication with customers via Skype, WhatsApp, Zoom, phone, or email, managing expectations and feedback.
- Work closely with the Sales Manager to transition projects seamlessly from sales to execution.
- Drive the Agile/Scrum development process, coordinating sprints, leading sprint reviews, and ensuring a collaborative environment.
- Utilize our "Our development process" to manage and execute project milestones effectively.



Qualifications and Skills:

- Proven experience in project management within a software development environment.
- Strong leadership, organizational, and multitasking abilities.
- Excellent communication and interpersonal skills, proficiency with Skype, WhatsApp, Zoom, and email.
- Proficiency in Agile methodologies and Scrum practices.
- Exceptional time management, facilitation, and organizational skills.
- Strong communication in English and stakeholder management skills.
- Bachelor's degree in Computer Science, Business, or a related field.

Company Details:

Solidappmaker, located at 3948 Browing Pl, Suite 334, Raleigh NC, is a renowned software development agency committed to providing innovative solutions and fostering a collaborative culture.

Reporting Structure:

Reports to the Operation Manager, with the Service Manager available for escalations.

The 5 Scrum Role Responsibilities in a project:

In a project are 5 different roles. See below the roles and their responsibility.

- **Product Owner (customer):**
The owner of the product vision.
They are focused on understanding business, internal needs, and market requirements. Responsible for full coverage of all needs in the product backlog.
- **Key User (customer):**
Key user is an employee of your company/organization who has extensive knowledge of new processes you plan to implement. Responsible for testing each milestone and approving when deliverable is according to what is agreed.
- **Scrum Master:**
The coach that helps keep the team accountable to their commitments to the business and also remove any roadblocks that might impede the team's productivity.

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- **Development Team (led by project manager):**
Here led by the project manager. The team that drives the plan for each sprint and completes the work. They forecast and commit to how much work they can complete in each sprint using their previous velocity and capacity as a guide.
- **Stakeholders:**
People external to the scrum team with a specific interest in and knowledge of the product that is used for discovery and feedback. The Business owner is often the lead stakeholder/Key user of one or more scrum team.



Figure 1: 5 Scrum Roles



Our Development team.



Figure 2: Our development team

Project Management at the Core of Team Collaboration:

At Solidappmaker, our Project Manager is not just a facilitator of project timelines and deliverables; they are the central hub of a dynamic team, orchestrating the symphony of talents that bring our software solutions to life. The Project Manager coordinates closely with a diverse group of specialized professionals, each an expert in their field.

- **Designers:** The creative minds that conceptualize and visualize the aesthetic and user experience, their designs not only align with the project's vision but also enhance the usability and appeal. Project Manager collaborates with the Designer to ensure that the user interface is visually appealing and intuitive.
- **Frontend Developer:** The Project Manager collaborates with the Frontend Developer to ensure that the user interface is not only visually appealing but also intuitive and responsive. They work together to prioritize user experience, aligning the aesthetic design with functional requirements.
- **Backend Developer:** To create robust and scalable backend systems, the Project Manager maintains a seamless communication channel with Backend Developers. Their coordination

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ensures the server, application, and database communicate with each other effectively, laying a solid foundation for our applications.

- **Tester:** Quality assurance is paramount. The Project Manager works with Testers to meticulously comb through our applications, identifying and addressing issues to ensure a flawless end-product. Their collaboration is crucial in creating a bug-free user experience.
- **System Administrator:** And do not forget. The Project Manager also partners with the System Administrator to oversee the correct setup and health of our servers and systems, ensuring high availability and optimal performance. This includes proactive monitoring and swift responses to any technical challenges.

The Project Manager is the linchpin that ensures all these moving parts work together harmoniously. By coordinating the efforts of the Frontend and Backend Developers, Testers, and System Administrators, the Project Manager helps steer the project towards its successful completion, on time and within budget, without compromising on quality or performance. It's through this collective effort that Solidappmaker delivers exceptional software solutions to our clients.

Our Communication Process:

Daily Interaction: Skype for Immediate Connectivity

Our project management approach emphasizes constant interaction and accessibility. During workdays, we establish a dedicated Skype group that includes the customer, the project manager, the operation manager, and the sales manager. This group acts as a real-time communication channel, ensuring swift responses to queries, sharing quick updates, and facilitating daily progress tracking. The goal is to create an ongoing dialogue that allows for immediate troubleshooting and fosters a collaborative atmosphere.

Weekly Alignment: Zoom for In-Depth Discussion

To complement our daily chats, we schedule a weekly conference call on Zoom. This serves as a platform for more in-depth discussions, milestone reviews, and strategic planning. Each session is meticulously recorded and archived, providing a reference point for decisions made and actions agreed upon. This regular, scheduled interaction ensures that all parties are aligned on the project's trajectory, and it provides an opportunity for stakeholders to voice concerns, offer feedback, and adjust the project plan as needed.

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This blend of daily and weekly communication strikes a balance between immediate problem-solving and long-term project vision alignment, ensuring that our project management is both responsive and strategic.

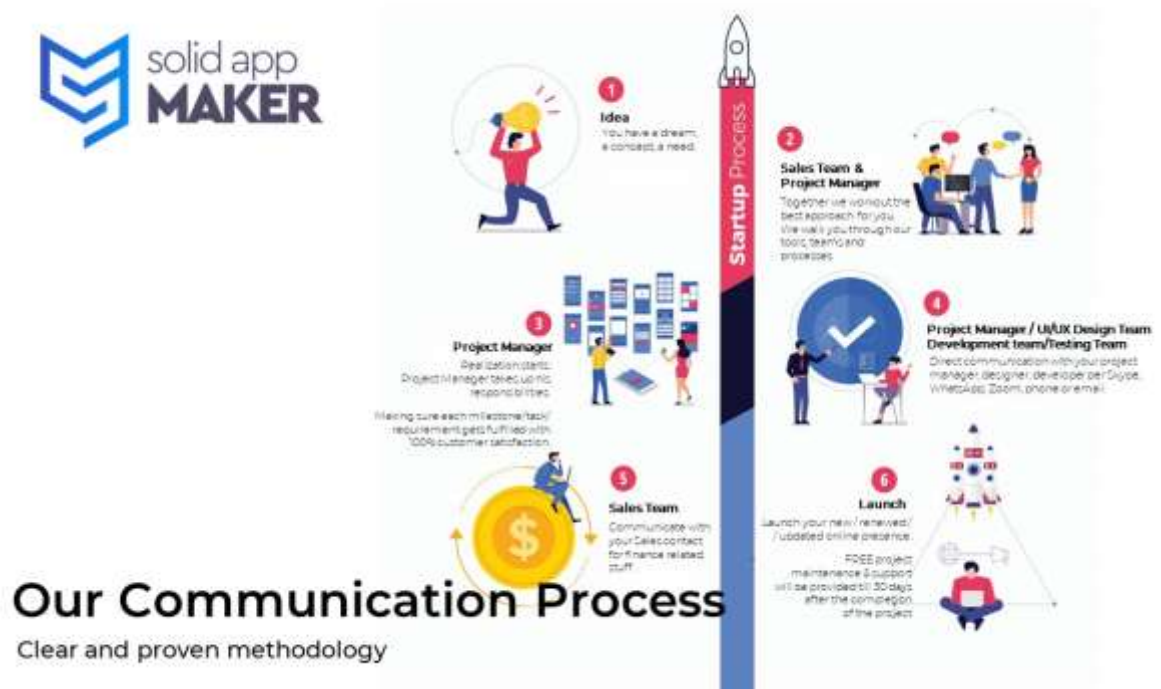


Figure 3: Our Communication Process

Our Communication Process:

- Initiation by Sales Manager, who also sets up the Skype communication group.
- Project Manager takes over after the kickoff, maintaining direct and frequent customer communication.
- Daily communication with customers during working days through Skype.
- Weekly sprint reviews, recorded and stored, via Zoom.

Enhancing Communication Quality:

- Utilize Solidappmaker-branded backgrounds to maintain professional visual consistency in video calls.
- Ensure you are in a quiet environment to minimize background noise and distractions.
- Confirm that your area is well-lit so that participants on the call can see you clearly.
- Use a high-quality microphone and camera for clear audio and video, ensuring effective communication.



Our Development Process:

- Daily communication with customers during working days through Skype.
- Weekly sprint reviews recorded and stored, via Zoom.
- Milestone-based progression with rigorous planning, design, development, testing, deployment, and review phases.
- With the role's comprehensive responsibility, the Project Manager is integral to delivering quality software that aligns with SolidAppMaker commitment to innovation and customer satisfaction.

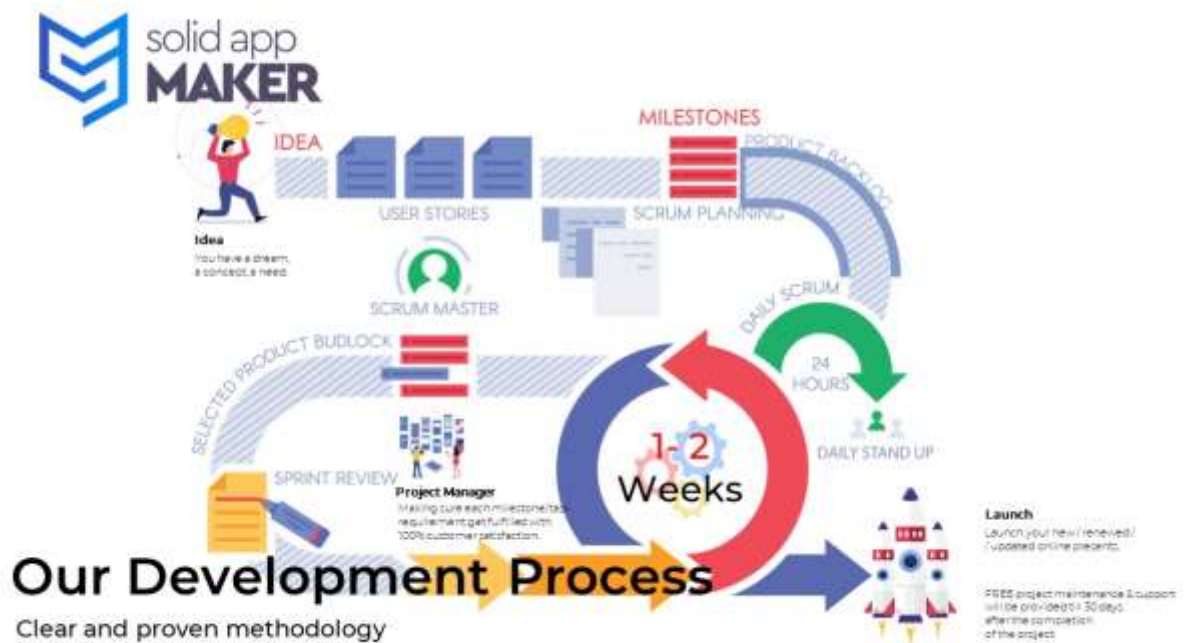


Figure 4: Our Development Process



Solidappmaker's Project Plan Strategy

At Solidappmaker, meticulous planning is the keystone of our project management philosophy. Every client engagement begins with the delivery of a comprehensive document — an "Executive Summary, Meeting Report, and Project Plan." This document serves as the blueprint of our collaborative journey, encapsulating the wealth of information exchanged, the client's inputs, and most crucially, the step-by-step roadmap for the project's milestones.

The project plan, at the heart of this document, outlines each stage of development that must be meticulously executed. Once a client commissions a project and a Project Manager is appointed, this pivotal document is handed over to them prior to the kickoff meeting. From this moment, it is the Project Manager's prerogative to ensure that every milestone is achieved with precision and is reflective of our pledge to deliver excellence.

Our Project Managers hold the authority to resequence the order of operations to enhance efficiency and adapt to dynamic development environments. They uphold the integrity of the original project scope; however, they are also adept at accommodating enhancements. Should a client require additional functionalities beyond the defined scope, our Project Manager liaises with the Sales Manager to initiate a Change Request. By providing all necessary details, the Project Manager equips the Sales Manager to develop a precise quote. Upon the client's approval of this quote, we seamlessly integrate the new features into the project plan.

This strategic approach ensures that our projects not only adhere to the initial vision but are also flexible enough to evolve with our client's growing aspirations, guaranteeing satisfaction without compromising on our commitment to quality and efficiency.

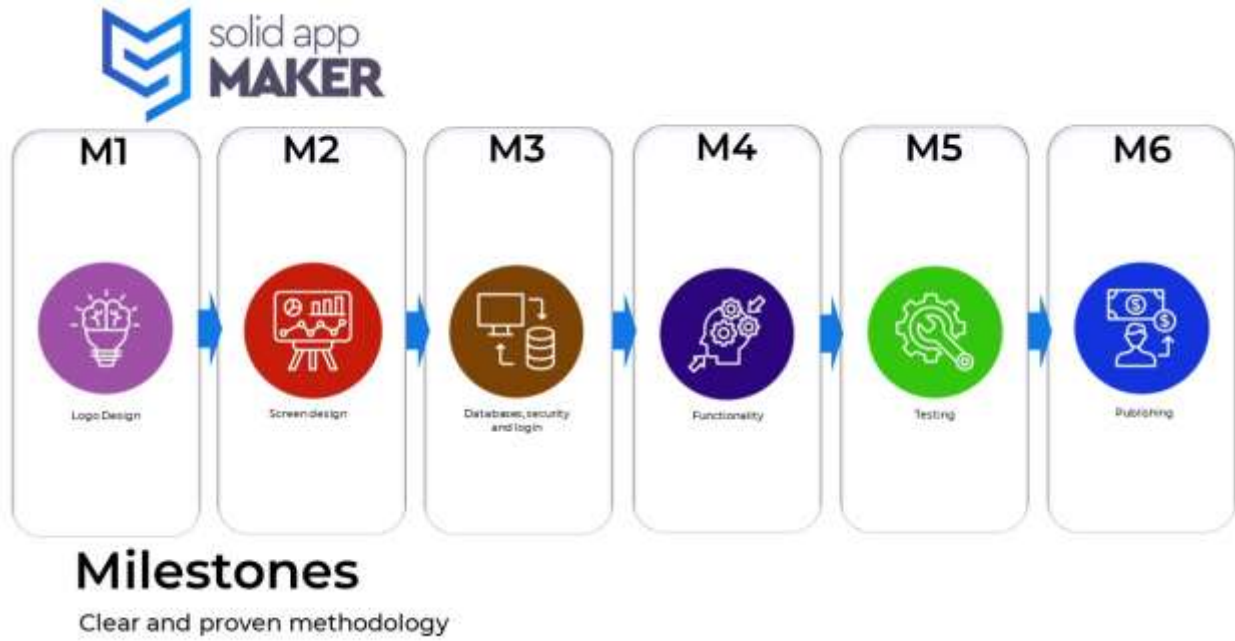


Figure 5: Milestones