

**PLAYGROUP**

# Technical Project Manager

**15 September 2008**



## Technical Project Manager

The Technical Project Manager is ultimately responsible for the successful development / build of our web-based solutions, working with cross-functional, multi-project team resources to ensure delivery, on-time and on-budget, to a defined scope and technical specification. The Technical Project Manager plans, schedules and controls the necessary project activities toward these objectives, applying technical, theoretical and managerial skills to satisfy project requirements, while building positive professional relationships with clients, partners and associates.

Working on key accounts within the business, including BBC, BT, Camelot, ITV, MTV, Sony Computer Entertainment, Unilever and Unisys. It is important that the candidates have the following personal attributes:

- Friendly
- Enthusiastic
- Focused
- Team-oriented
- Strong initiative
- Good communication

We also require candidates to have had the following experience:

- Minimum of at least 3 years experience in an interactive agency or relevant experience
- Programming experience not necessary, depending on candidate
- Experience with PHP, J2EE, .NET (C#), SharePoint, AJAX, Flash etc.
- Knowledge of multi-platform development, user experience development & system architecture
- Experience in structured and Agile development methodologies
- All aspects of project co-ordination including day to day communication with clients, creative and tech teams
- Receiving the client brief, identifying technical requirements
- Translating the brief to the team, providing communications for all technical aspects of the project
- Preparing quotation and cost estimates
- Meeting and diary co-ordination
- Defining site structure by providing a site map
- Identifying functional specification, and content requirements through provision of wireframes
- Managing assets into the team from the client
- Set-up and maintain the project folder on the company file server and extranet
- Providing and monitoring both internal and client budgets
- Time monitoring of the team, assessing project performance
- Monitoring client approvals
- Scheduling through to job completion
- Technical quality control
- Fluency in Microsoft Office applications (inc. MS Project), MS Visio, Adobe Web Premium. (We have migrated to a Mac oriented project management environment using OmniPlan, OmniGraffle etc.) Mac and PC friendly

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## Responsibilities

- Establish clear project parameters supporting the success of all internal, partner and client team members
- Manage the build of key digital projects. Develop, maintain and effectively execute project plans throughout the life of assigned project(s) according to established procedures, channels and success expectations
- Qualify and work with technical partners on delivery of client & internal projects or acquire appropriate resources to meet project needs.
- Work with the management team to develop our in-house technical competency
- Provide and promote high standards of professionalism, integrity and leadership throughout the life of projects, both within and outside the organisation, appropriately representing Playgroup business philosophies, protocols and standards
- Contribute to continual technical, process and people management innovation, supporting effective delivery of solutions
- Negotiate, define, communicate and manage the scope & build of the project
- Create and maintain the technical project schedule, which defines activities, sequence, dependencies, work effort, duration and associated resource requirements
- Forecast, track and manage project budgets, POs and invoices through 'Traffic' our project management system
- Define, negotiate, communicate, implement and monitor quality standards on all project deliverables
- Manage quality control process, ensuring all Playgroup projects are delivered to the highest technical standard possible.
- Manage partner and internal team performance dynamics as appropriate
- Plan and manage internal and external project communications, ensuring effective exchange of project information and deliverables
- Identify, analyse, prioritise, mitigate and communicate project risks
- Assist in the professional development of project and peer team members
- Deliver sections of effective new business proposals
- Assist in the ongoing development of the Project Management team

## Timing

Position immediate

## Salary / benefits

**Salary:** Negotiable

**Holiday:** 22 days plus 3 days that must be taken at Christmas shut down.

**Health cover:** Class C health cover (with BUPA)