

Project Leader

Goal

To execute, monitor and deliver projects and supervise internal staff and/or third parties, based on project plans and in such a way that these project plans can be attained within the preconditions established in the area cost, quality, time, organisation and communication.

Context

Reports to/receives hierarchical guidelines from one of the following officials:

- Policy Director
- Service Department Director
- Head of Department
- Project Manager

RESULTAREAS			
Main activity	Frame	Result	Activity
1. Working out project plans in greater detail			
To develop the project assignment in further detail as to encompass a project plan	Project assignment Client and/or Project Manager demands/ requirements Allocated budget Contracts, chiefly for the provision of services	Work performed in accordance with the project plan	<ul style="list-style-type: none"> - Review project assignments and consult with clients about topics such as project approach, phasing, distribution of roles, specific demands and requirements - Submit proposals for possible solutions to problems and indicate the estimated duration of a project, the required resources and preconditions for the performance of the project/ subproject, resulting in a schedule of requirements - Select third parties to be called in - Compile project plans with specifications as regards scheduling, staffing and budget - Facilitate the timely approval of the project plan by the client and other stakeholders, if applicable
2. Project management and/or performance			
To fulfil the execution of the project plan, including the coordination of various parties, and additionally ensure that periodical reports are compiled	Project plan	End result in conformity with project plans approved by clients	<ul style="list-style-type: none"> - Serve as the central point of contact for the project environment and consult with clients, the project team and other stakeholders - Monitor internal and external developments that are of influence to the execution of the project - Assume responsibility for the practical coordination of the execution of the work to be performed - Monitor the progress of and/or inspect the quality of project as agreed and intervene with corrective measures in the event of deviations - Assume responsibility for the publication of periodic reports
3. Supervising Third-Party Work			
To supervise project work carried out by third parties	Project plan Internal instructions Contracts, chiefly for the provision of services	Work performed in accordance with the project plan	<ul style="list-style-type: none"> - Consult with third parties about the work to be performed - Draw up order slips - Supervise the performance of work - Approve invoices
4. Project completion			
To round off all work related to the project	Project plan Administrative systems	Adequate project delivery for clients	<ul style="list-style-type: none"> - Ensure that the financial and administrative aspects of the project are rounded off adequately - Carry out archiving and documentation tasks pertaining to the project - Evaluate the project and round it off - Assume responsibility for a proper administration system to record financial and technical data

RESULTAREAS			
Main activity	Frame	Result	Activity
5. Process and product improvement			
To submit proposals relenaart to process and product improvement	Project goals and/or department goals Completed projects	Improved quality of the delivered process and product for the benefit of future projects	<ul style="list-style-type: none"> - Evaluate experiences during completed projects based on other project evaluations - Keep abreast of internal and external developments in one's own professional field - Submit proposals for process and product improvement
6. Consultation with clients and/or users			
To consult with clients and/or users about the work to be performed	Project plan Internal instructions	Well-informed clients/users	<ul style="list-style-type: none"> - Consult with relenaart parties about the time of performance of the work - Consult with relenaart parties about specific user requirements as regards the performance of the work and measures to be taken - Inform users in the progress of the work

Ranking criteria Project Leader

Function level Ranking criteria	Project Leader 1	Project Leader 2	Project Leader 3
Nature of the project	Activities to be performed and/or supervised are complex and very diverse. New solutions are continually required in which it is necessary to examine and/or influence the customer request.	Activities to be performed and/or supervised are diverse. A vast selection of available solutions can be employed.	Activities to be performed and/or supervised are generally simple and routine. A limited selection of solutions is available.
Impact on regular processes	The work to be carried out generally has a substantial impact on the regular processes and environments of clients.	The work to be carried out frequently has an impact on the regular processes and environments of clients.	The work to be carried out has a limited impact on the regular processes and environments of clients.
Collaboration with other parties	Multiple internal and external parties are involved.	One or several internal and external parties are involved.	One or several internal and external parties are involved.
Project execution	Completely independent execution of activities within scope of the project plan.	Independent execution of activities within scope of the project plan. Work is incidentally carried out under the responsibility of a Project Manager.	The project plan provides a clear framework within which the work is carried out. Work is frequently carried out under the responsibility of a Project Manager.

Ranking Rules Project Leader

Project Leader 3 applies if at least all criteria described for Project Leader 3 are met

Project Leader 2 applies if at least all criteria described for Project Leader 2 are met

Project Leader 1 applies if the criteria 'Collaboration with other parties' and 'Project performance' described for Project Leader 1 are met and at least 1 of the other 2 criteria described for Project Leader 1 is met