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# Example of Project Management Lead Job Description

Our company is looking to fill the role of project management lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management lead

* Provide input, document requirements and support the design and delivery of training programs related to the project
* Consult & Coach Project Teams
* All activities related to the sales, supervision, organization and execution of a service project, including scope, time, contract, cost & quality management
* Develops an sales and operational year plan for the own department activities
* Support the Performance Excellence Manager with the maintenance and continual improvement of the ISO9001 Quality Management System (QMS)
* Liaise with staff members across the business to define current processes and produce process maps and other documentation accordingly taking the lead on projects as required
* SME on QMS proactively communicating the need for a QMS and reporting any deficiencies to the Performance Excellence Manager
* Review, amend, gain approval and issue process documentation as necessary, ensuring obsolete documents are handled in the appropriate manner
* Assist with the review of business processes and identify areas of improvement where requested
* Review, analyse and provide feedback on reports relating to business performance against SLAs and other relevant KPIs

## Qualifications for project management lead

* Basic understanding of the overall business or function funding the initiative(s)
* Basic understanding of organizational structure (business and IT)
* Basic understanding of the business Strategy Plan
* Basic understanding of where to find IT program strategic plan
* Basic understanding of integration and impact points of involved systems for a division and/or region or function
* Basic Understanding of how to acquire and assimilate industry software practices and standards