



JOB DESCRIPTION updated 30/10/2009

Title	Project Manager – Website Redevelopment
Reports To	eCommerce Manager
Current Incumbent Job Outline	<p>New role</p> <p>This is a 6 month contract to manage the implementation of an ambitious Website Redevelopment project. The project involves building 3 websites unified by a common Content Management System.</p> <p>The Project Manager is ultimately responsible for ensuring the on time and on budget delivery of these websites, and related project deliverables.</p> <p>This is not a technical role. Technical planning is already underway. The project Manager is primarily responsible for ensuring the project is delivered on time.</p>
Project Deliverables	<p>Project Deliverables</p> <ol style="list-style-type: none">1. Primary Websites<ul style="list-style-type: none">• Peregrine Website: www.peregrineadventures.com• Gecko’s Website: www.geckosadventures.com• Agents Website: www.agents.peregrineadventures.com (combined brands)2. Ancillary online elements<ul style="list-style-type: none">• Peregrine & Gecko’s Blog• Peregrine & Gecko’s Travellers’ Forums• Images of the World Micro Site• Interactive Google Maps• Agents Online Training Centre3. Content management system<ul style="list-style-type: none">• Trip CMS• General Content CMS• Media (images & videos) Management• Promotions & Specials Management4. Client communications system (extension of existing email campaigns)5. Data management systems
Qualifications / Skills	<p>Essential:</p> <ul style="list-style-type: none">• At least 5 years experience as a Project Manager• Proven experience managing large web development

projects

Preferred:

- Tertiary qualifications and formal Project Management certification
- Familiarity with Basecamp online project management tool

**Working Relationships
Key Tasks/
Responsibilities**

eCommerce Manager, Web project team, Marketing department, Operations department

Ensure on time and on budget delivery of the project

- Refine and confirm business, user and functional requirements from existing documentation
- Refine and confirm project deliverables
- Refine and confirm resource requirements
- Define project schedule & timeline
- Manage project budget
- Prepare Project Plans & status reports
- Manage scope and quality of delivery
- Lead project team

Manage and resolve issues as they arise

- Prioritise project tasks
- Liaise with development team to ensure obstacles are identified and removed
- Risk management
- Manage project scope

Manage testing and quality control

- Define and manage user testing plan & user acceptance
- Manage bug reporting & change requests

Attributes

- Ability to produce high quality and accurate work under tight deadlines
- Ability to work on multiple projects at once
- Excellent attention to detail
- Excellent communication and organisational skills
- Ability to work within a dynamic team environment
- Creativity
- Good geographical knowledge and a love of travel