

PROJECT MANAGEMENT

In today's environment, with monies and resources in tight demand, the need to bring capital projects to effective completion, on time, and on budget, is great.

As such, ProjX brings to our client projects a strong leadership focus on collaboration through technology. We assume leadership and take on the responsibilities, but also ensure our client teams take ownership of the outcomes. To help us accomplish this, we use our StrategEASE® process, containing our collaborative MeetingWorks tool, to help us effectively manage projects in the following 5 key areas.

PROJECT MANAGEMENT

- Create and execute project work plans and revise as appropriate to meet changing needs and requirements.
- Identify resources needed and assign individual responsibilities.
- Manage day-to-day operational aspects of the project and scope.
- Review deliverables prepared by implementation team before passing to senior management.
- Effectively apply a standard methodology and enforce identified project standards.
- Prepare for engagement reviews and quality assurance procedures.
- Minimize Star's exposure and risk on project.
- Ensure project documents are complete, current, stored appropriately, and are accessible.

PROJECT ACCOUNTING

- Track and report team hours and expenses on a weekly basis as required.
- Manage identified project budget.
- Ensure timely and accurate invoicing, and monitor vendor expenses for project.
- Assure project legal documents are completed and signed.

COMMUNICATION

- Facilitate vendor team and Star meetings effectively.
- Hold regular status meetings with project team.
- Keep project team well informed of any changes within the organization and general corporate.
- Effectively communicate relevant project information to Star senior management.
- Deliver informative, well-organized project presentations.
- Resolve and/or escalate issues in a timely fashion.

- Identify opportunities for improvement and make constructive suggestions for change.
- Manage the process of innovative change effectively.

TEAMWORK

- Mitigate team conflict and communication problems.
- Plan and facilitate regular team activities outside of the office.

INTERNAL OPERATIONS

- Suggest areas for improvement in internal processes along with possible solutions.

- Approve team members' time and expense reports in a conscientious and timely manner.
- Review the status reports of team members and address issues as appropriate.
- Comply with and help to enforce standard policies and procedures.
- Manage day-to-day vendor/client interaction.
- Effectively communicate with Star to identify needs and evaluate alternative business solutions as they may arise.