



Job Description – July 2010

Position:	Project Manager
Location:	Australia
Responsible to:	Operations Director, Digital
Communicates & Cooperates with:	Project Sponsor and key stakeholders, Product Managers, Project Teams, Subject Matter Experts and external parties as appropriate.

Position Overview:

The Project Manager is responsible for managing the end-to-end delivery of key digital projects with regard to scope, objectives, time, budget and quality; and also takes accountability for project success.

Key Result Areas:

Project Management

- Work with the Project Sponsor and key stakeholders, to define and manage project scope, objectives, milestones, roles and accountabilities, deliverables and approach.
- Co-ordinate and manage all project planning activities.
- Ensure that projects comply with the Lonely Planet Project Management practices.
- Manage Product Backlog and Release Planning activities.
- Manage the Scrum Agile lifecycle including iteration planning, feature/story/task development, scrums and iteration retrospectives.
- Together with the business area and IT Operations, manage transition of products to production.
- Identify and effectively manage project risks and issues.
- Manage project finances, including forecasting project costs and monitoring spend against budget, and manage variations to project budget.
- Use project schedule, work breakdown structure, sprint velocity and iteration burn-down metrics to guide team in the implementation of the project with particular regard to the identification of critical path activities.
- Lead and contribute to business activities and deliverables including undertaking business and process analysis where required.
- Ensure all project activities are coordinated with other projects and business units as appropriate.

Project Communication

- Ensure project progress, scope, risks and issues are always transparent and visible to all project stakeholders.
- Ensure effective communication takes place between all team members.
- Report project progress to Project Sponsor and key stakeholders.
- Liaise with team members' managers regarding resource allocation
- Guide and evaluate the project performance of team members
- Conduct project meetings, stand-ups and retrospectives.

Teamwork & Communication

- Work as part of the Lonely Planet community to create a positive, tolerant and harmonious work environment
- Deal with all staff in a helpful, courteous and respectful manner
- Be honest, approachable and responsive to the resolution of work-related matters
- Communicate ideas which may improve the efficiency, performance or standards of your department and be open to the consideration of new ideas
- Actively participate in the giving and receiving of constructive feedback to ensure understanding and open team relationships.

Policies & Procedures

- Actively ensure that the workplace is kept free from harassment, bullying behaviour and discrimination through thoughtful behaviour and leading by example
- Work in accordance with Lonely Planet policy and procedural guidelines
- Comply with all Occupational Health and Safety guidelines, reporting any potential risks or hazards
- Follow safe work practices for self and others.

Key Skills / Experience / Knowledge / Qualifications / Attributes:**Essential**

- Substantial experience in successfully delivering software development projects.
- Demonstrated experience in effectively managing cross-functional project teams.
- Demonstrated understanding and application of project management skills and knowledge.
- Demonstrated understanding and application of Software Development Lifecycle (SDLC) activities.
- Change management skills and experience in implementing change processes and systems.
- Consultative approach.

Desirable

- Experience in successfully delivering new on-line projects particularly related to content-driven, e-commerce, or social networking web applications are highly desirable.
- Experience in Agile software development practices is highly desirable.
- Scrum Master Certification is desirable.
- Accreditation through recognised project management bodies (AIPM, PMI, AIPM, PRINCE2).