

## **Roles and Responsibilities of PMU staff**

**Roles and Responsibilities of all project staff under the project “Capacity Building for Human Resource Development in Unmanned Aircraft System (Drone and related Technology)” sponsored by Ministry of Electronics and Information Technology, GoI.**

### **R&R of Project Manager**

- Manage a well-defined project management process and champion ongoing process improvement initiatives to implement best practices
- To achieve the overall Roles and Responsibilities of the Project through timely implementation assigned activities.
- Collaboration and joint projects of competency building in association with institutions of higher learning
- Coordinating with centres in achieving the envisaged Outcomes/ Deliverables of the project
- Co-ordinate in designing and implementation of guidelines/action steps/protocols concerning academic activities and financial aspects
- To Monitor, Support and ensure that all components envisaged as part of the initiative is implemented as per the norms and guidelines
- Act as a direct interface with various Government, private/public stakeholders for efficient implementation of projects/schemes and other activities.
- Requirement gathering, analysis and design of various activities assigned
- Take a lead in implementation of the Project in a systematic manner. Establish a structured monitoring framework which assess and monitor overall progress of the Project/Scheme on a regular basis
- Managing interdependencies and coordination across projects to ensure that information relating to project deliverables, risks and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated.
- Performing strategic analysis for projects and managing all phases of the project to ensure on - time completion
- Promote empowerment of the team, ensure that each team member is fully engaged in the project and making a meaningful contribution, and encourage a sustainable pace with high - levels of quality for the team
- Any other activities as assigned from time to time

### **R&R of Project Engineer**

- Managing the overall academic verticals of the project through a well-defined project management process
- Facilitating all the technical activities of the concerned verticals like Model curriculum preparation, M-Tech Programme Development, Conduction of National Competitions/Workshops, International Conferences etc.
- Co-ordinate in implementation of guidelines/action steps/protocols concerning Formal and Academic activities including Minor Degrees, Open Online Course Development and Master Trainer Programme
- Tracking Project progress, scheduling & coordinating multi-centre meetings
- Developing strategies to increase Project outreach and candidate participation
- Interaction with Centers of Excellence in Allied Domains
- Identifying the issues and challenges & timely coordination towards their resolution

- Compiling & development of Data Statistics, Records, repositories and Documents (MoM, Status Report etc.) with respect to the overall
- Project
- Frequent data collection for reports, documents and records from implementing centers
- Any other activities as assigned from time to time