

## **DOE Media**

### **Web Project Manager**

DOE Media is seeking a results-driven Web Project Manager to spearhead the development of websites for its company, as well as those of its partners and clients. As a Web Project Manager, you will be collaborating with, and helping lead our team of web designers, web developers, and quality assurance testers. From a website's conceptualization, you will guide the team through the product development stages, and oversee the live deployment of websites.

To ensure success as a web project manager, you should possess extensive experience in website design and leading web development initiatives. A first-class web project manager is someone whose expertise in web design translates into an innovative, professional online presence.

#### **Who do you manage?**

- Web Designers
- Web Developers
- Quality Assurance Testers

#### **Who else do you work with?**

- Sales Team
- Executive Team
- Clients
- Recruiting Team

#### **What are your responsibilities?**

- Currently Doing
  - Consult with the internal team, and confirmed clients, to determine and document a website's desired appearance and functionalities.

- Help finalize Scope of Work (SOW) documents for the internal team, and confirmed clients. (With the help of others)
- Manage your team of designers, developers, and quality assurance testers, ensuring maximum efficiency and productivity.
- Help gather and organize assets for websites, including images, videos, etc.
- Perform high-level quality assurance and monitoring, testing prototypes and websites. \* *Eventually quality assurance testers to help a lot.*
- Help troubleshoot issues with websites, and create tasks for fixing said issues.
- Create deadlines and action items for your team members.
- Lead regular meetings with the project team to review progress, new projects, clear blockers, etc.
- Futurely Doing
  - Document the processes and procedures for website research, design, development, and quality assurance (QA).
  - Provide mentorship to junior team members.
  - Facilitate suitable interventions to deliver the project on time and within budget. Works with team members individually resolving any issues.
  - Prepare project progress updates and project status reports for internal team and confirmed clients, including demos and presentations.
  - Keep abreast of trends in website development. Keep up to date industry.
  - Set the \*budget\* (harder), scope, and timeline for websites. Lead. Huge vs medium vs small. Need help to understand this.
  - Address bottlenecks and adjusts the timeline and deliverables. (a little redundant)
  - Host project recap meetings, and retrospectives, gathering team feedback for future improvements on process.
  - Work hand-in-hand with the internal team to help bridge the gap between sales and development. Not doing sales. Confirmed clients.

- Oversee billing and P&L of web development with executive team members, ensuring accuracy and profitability. Ensure profitability NO, but ensure productivity and efficiency, and communicating large vs medium vs small yes.
- Help review new possible team members (candidates) that were found by the recruiting team.
- Help onboard new team members.