Job Title: Project Manager

Location: UK
Role Type: Permanent – Full Time
Job Location: London

About Sagacity

Sagacity launched in August 2005 offering consulting solutions to large blue chip organisations within the mobile telecommunications sector in the UK.

Over the last 10 years Sagacity has evolved into a specialist data solutions provider owning and solving complex technical and business change initiatives in a practical and hands-on way. Our industry expertise has grown to include utilities and financial services and we now have experience in a range of different geographies including Ireland, Poland, and Australia.

Sagacity's specialist data solutions have been developed as part of our software range which comprises of 3 key components; Data Quality, Revenue Assurance and Customer Value Management. Our data solutions are delivered through a combination of software and Sagacity's business delivery capabilities to provide our clients with bespoke solutions to address their specific business needs.

Our unique product and service offering is portable across a wide range of industries, business sectors and both established and emerging markets.

Responsibilities

Working as part of a programme team to provide project management and business analysis expertise. You will be a flexible, self-motivated individual with experience of working on a number of concurrent projects.

- Co-ordination of internal/external meetings and workshops including chairing project meetings
- Preparation of material and reporting in accordance with agreed programme governance
- Maintaining/updating/ collating weekly project status reports and actions, issues and risk logs and contacting project team members appropriately
- Ongoing monitoring and management of the Programme Plan (once established)
- Maintaining and monitoring resource schedules, flagging up any issues/conflicts
- Submitting the risk/issues log for review
- Attending meetings/workshops producing minutes and chasing up actions when required
- Management of deliverables on the project shared drive i.e. version control; deliverables tracking etc.
- Covering general administrative duties
- Supporting the Programme Manager in day to day activities required to deliver the project
- Responsible for documenting and mapping AS IS operational processes including interviewing operatives, managers, conducting workshops and gaining process approvals

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- Responsible for documenting and mapping TO BE operational processes including interviewing operatives, managers, conducting workshops and gaining approvals for the new enduring processes
- Responsible for ensuring that Business Requirements are fully developed and documented
- Ensure that the business requirements are analysed fully, with appropriate engagement from the business teams including the review of current processes and data sources
- Co-ordinate the definition and documentation of Acceptance Criteria for the acceptance of the solution prior to go live
- Ensure that a full impact assessment is carried out with the delivery teams within agreed timescales
- Act as an interface between the business and delivery teams
- Act as the central control point for business analysis activities including working with client and third party supplier business analysts and technical teams, as appropriate
- Track requirements through the delivery phase and ensure compliance
- Provide assistance and support for the definition of the operational processes and procedures
- Assist the business to produce workarounds where requirements cannot be met fully
- Responsible for ensuring that the User Acceptance Test Data is defined and agreed
- Support the User Acceptance Testing activity and act as the main interface between the business and technical teams

Principle accountabilities

- Production and management of key project documents e.g. PID, AIRs etc.
- Creation and management of the Project Plan
- Maintenance of the Resource Schedule
- Preparation and publication of Weekly Progress Reports
- Process mapping
- Business Requirements
- Gap Analysis between the Business Requirements and Solution Design
- Documented Acceptance Criteria with input from all impacted business areas
- User Acceptance Test data definition and support

Requirements

Knowledge and experience

Essential:

Proven Project Management skills (MSP, Prince II)

Business Analysis skills

Stake holder management

Strong documentation

Desirable:

PMO experience

Coaching / training

Telecoms background

Personal Profile:

An exceptional focus on delivery

Ability to learn and adapt quickly

Ability to grasp new concepts

Team Working

Flexibility

People at Sagacity

Success in any business is ultimately about its people; their skills, personality, attitude, qualities, dedication and enthusiasm. We recognise the value of our people and their commitment to working together as a team, but equally between ourselves and our clients.
Our consultants are often personally recommended and undergo rigorous screening to ensure they share the qualities that are integral to our business. They naturally have an outstanding level of skill in their areas of expertise, many with significant operational experience within our key industry sectors.

At Sagacity, we:
- believe working with our clients, in collaboration, delivers better results
- coach & mentor our clients' teams so our solutions live on after our assignment ends
- believe in delivering benefits as we go along

If you would like to join a unique working environment, with a sociable culture, where work is done a little bit differently – and we believe 'better' - then we look forward to hearing from you!