

Job Title: Development Project Manager	Contract type: Permanent (Fixed Term will be considered)
Department: R&D	Date: April 2017
Reporting to: Software Development Director	Contact: recruitment@kerridgecs.com

Position Overview

- Kerridge Commercial Systems (KCS) is the market leader in developing and delivering fully integrated business management solutions for distributors, suppliers, resellers, wholesalers and merchants. Our mission is simple: to design, implement and support high performance systems that enable our customers to source effectively, stock efficiently, sell profitably and service competitively.
- The company Head Office is located in Hungerford, Berkshire, managing operations throughout the world. Software development is primarily carried out in Hungerford where this position will be based, however candidates should be prepared to undertake regular visits to UK customer sites and to undertake international travel should this be required.
- The Development Project Manager role takes accountability for the production of software and responsibility for managing the projects within. The Development Project Manager role will collaborate with peers to gather the resources required to specify, develop and test the software, which is understood through strong working with the customer and is the primary point of contact for customers in all matters relating to the development lifecycle.

Main Duties and Responsibilities

Project initiation tasks

- Initiate high level project planning with wider team for mobilisation, phases, capacity and software build
- Agreement and documentation of R&D processes for the Project Inception Document
- Detailed project planning for individual phases including workshops, software drops and delivery
- Identify, reserve and prepare the resources required
- Plan Business Requirement Document reviews and identify Subject Matter Experts, analyse level of fit and agree number and sequence of workshops with customer
- Identify and provide technical expertise to assist the Business Analysts with specifications,
- Establish general communication streams with the Professional Services Group stream leads throughout the workshop cycle
- Create programme and project structure for development workflow management and for both Fixed and Time & Material cost recording

Project monitoring and control

- Manage change requests alongside Business Analysts and the Technical Review Board, ensuring high levels of communication with the customer throughout
- Assist management of the Business Analyst workload to ensure specification progression
- Agree gap lists and priorities with customer and assign to relevant projects
- Create software drop plans and communicate to all internal stakeholders
- Create development schedule for each stream within a software drop and engage with the QA Manager to agree software freeze and delivery timelines
- Assign developments with consideration to the required skillset, identify any dependencies and sequence accordingly
- Track and manage the developer workload and ensure timely development completion for the drop
- Monitor progress and take corrective action, as required

- Ensure any peers owning particular work provide regular updates on plans and progress
- Work with the Defect Manager to establish maintenance priorities and provide defect resolution resource
- Assist in the production of customer release notes, including content vetting
- Work with the wider project group and ensure that the specification and development trackers are synchronized and of high data quality
- Conduct post drop release reviews, establish any corrective measures with other stakeholders as appropriate and then implement them
- Coordinate the commercial discussions alongside Account Management
- Ensure Quality Improvement is always a focus
- Work with the relevant managers to review, monitor and mitigate any identified risks
- Assist other departments with any development related queries

Finance and Project reporting

- Maintain and update project plans as required
- Provide relevant R&D data for the project reporting pack
- Provide R&D budget burnt and invoiced figures for monthly Governance pack
- Provide project status updates, issue and risk management via the RAID
- Maintain close working relationships with all stakeholders in the Project / Programme
- Provide 3 monthly resource forecasts to the wider R&D group and refine on a frequent basis
- Create monthly billing sheets and coordinate through to customer agreement and revenue
- Ensure Project financials are up to date in both the project RAID and Monthly Finance Dashboard

Any other duties commensurate with role, as required

Knowledge and Experience

Essential

- Demonstrable experience of leading a project team of software development engineers, or equivalent of
- Experience of delivering high commercial value projects to meet budget, scope, quality and deadline requirements
- Knowledge of current project methodologies, such as Waterfall, Kanban and Agile
- Strong stakeholder management
- Strong communicator
- Strong influencing and facilitation skills

Desirable

- Knowledge of development tools and modern database technologies
- Experience with database reporting tools and report design
- Excellent MS Office skills including Excel

Other

- This role will involve travel and therefore a valid UK driving licence is essential

Remuneration:

- The salary and package are commensurate with the role and experience

To apply, please email a copy of your most recent CV to recruitment@kerridgecs.com