

CDH Project Manager Job Description

A Project Manager (PM) is the key to the success of a CDH project. Working closely with the Project Director and CDH staff, the PM manages the planning, implementation and conclusion phases of the project, and coordinates the work of the project team.

The CDH PM is usually a graduate student or post-doc. In general, the PM is not required to have specialized content or technology expertise. Excellent organization, communication and time-management skills are essential for this job. Very often, the PM will have other roles on the CDH project as well. He or she may also work on the project content: research, encoding, programming, creating visualizations, etc.

PMs are expected to devote approximately 5-10 hours a week throughout the grant cycle to managing the CDH project. During the semester, the PM must be available for monthly on-campus CDH check-in meetings and monthly PM group meetings. The PM should be available on campus to participate in the project planning phase, which occurs in the spring before the formal start of the grant.

Candidates chosen by the Project Director will be interviewed by the CDH. The graduate student PM is responsible for confirming their eligibility with their department DGS, and assuring compliance with the Graduate School Employment Policy, before the interview.

Managing a DH project advances knowledge in subject fields, builds technological skills, and provides a deeper understanding of digital humanities theory, practice and community. The experience builds useful professional skills rarely taught in the humanities context.

The CDH PM responsibilities include:

- Coordinating project team
- Maintaining regular communication with team members, partners, groups engaged in project work
- Preparing and updating project documentation
- Scheduling and facilitating project check-in meetings, capturing meeting notes
- Tracking progress on project goals and outcomes
- Managing project scope and change
- Monitoring budget
- Attending CDH project manager's group meetings
- Communicating project progress to CDH
- Project publicity (project page, blogging)

The skills a CDH project manager develops:

- Organizational, analytical, time management and communication skills
- Ability to conceptualize, and succinctly articulate, complex research plans
- Ability to model work: to translate ideas, concepts and “vision” into concrete activities, tasks, and outcomes
- Ability to estimate time and resources needed to complete goals
- Ability to develop a plan: tasks, schedules, and cost estimates for personal and team work
- Ability to choose and implement appropriate project management methodologies and tools
- Ability to track and analyze progress (planned vs. actual)
- Ability to identify risks and problems, and to propose and select solutions
- Change management: anticipate and manage unexpected changes in all aspects of project lifecycle
- Coordinating effective team-driven work
- Assessing competence, training and monitor staff, evaluating performance
- Motivating people and keeping teams working effectively together
- Conflict resolution