

**SKILLS FRAMEWORK FOR MARINE AND OFFSHORE
SKILLS MAP - PROJECT MANAGER**

Sector	Marine and Offshore					
Track	Project Management					
Occupation	Project Engineer					
Job Role	Project Manager					
Job Role Description	<p>The Project Manager is in charge of a range of projects undertaken by the organisation, and is responsible for ensuring complete product delivery and handover according to respective project scope specifications and standards.</p> <p>He/She plays a strategic role in managing the organisation's many projects, and is responsible for defining project scopes, objectives, plans and performance measuring criteria to ensure the completion of project deliverables according to required standards and client expectations. He also leads project reviews to identify synergies and areas of improvements across the portfolio of projects.</p> <p>He has good communication and negotiation skills to manage key strategic stakeholders.</p>					
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)			
				Oversee project plans and execution	Define project scopes, objectives, budget and outcomes Evaluate project feasibility against organisation's capabilities and resources Monitor project costs to ensure alignment with project budgets Evaluate project planning and management outcomes Assess potential issues to control and manage project contingencies Endorse project planning and management outcomes Formalise project completions and handovers Disseminate project information to stakeholders	In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act
				Manage project risks	Analyse risks across project portfolios in accordance with organisational risk management policies and processes Lead the implementation of risk mitigation initiatives Support the formulation of the organisation's project risk policies and mitigation strategies by coordinating with the risk management department Review project contracts in collaboration with commercial unit specialists Assess impact of changes to project scopes and deliverables	
				Manage project resources	Oversee resource needs for all projects Review resource allocation and usage Collaborate with internal and external stakeholders to ensure availability of resources	
				Manage warranty claims and variation orders	Evaluate warranty claims and assess impact on projects Collaborate with quality assurance (QA) to support claims, oversee and ensure final acceptance by clients Review variation orders to determine impact on project timelines and resources Ensure completion of variation orders in collaboration with other departments	
				Lead project reviews	Formulate project review policies and procedures Evaluate implications of project review findings and discussion topics on project management functions and organisational processes and procedures Establish improvements to project management functions and organisational processes and procedures	
				Manage project quality	Support the formulation of QA procedures in collaboration with QA department Work with the QA department to oversee quality testing activities Evaluate effectiveness of quality assurance and quality control (QA/QC) procedures	

	Manage the organisational project management functional	Mentor a team of project engineers		
		Deliver regular constructive feedback in order to promote employee development		
		Identify areas of technical and business management training development		
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Big Data Analytics	Level 5	Decision Making	Advanced
	Business Negotiation	Level 5	Leadership	Advanced
	Business Presentation Delivery	Level 4	Resource Management	Advanced
	Business Proposal Writing	Level 5	Interpersonal Skills	Advanced
	Change Management	Level 4	Service Orientation	Advanced
	Commissioning Coordination	Level 4		
	Conflict Resolution	Level 4		
	Continuous Quality Improvement	Level 4		
	Contract Development	Level 4		
	Corporate Governance	Level 4		
	Crisis Management	Level 4		
	Emergency Response Management	Level 2		
	Financial Budgeting	Level 4		
	Financial Planning	Level 3		
	Manpower Forecasting	Level 4		
	Manufacturing Workflow Management	Level 5		
	Marine Engineering Calculations	Level 3		
	Naval Architecture Calculations	Level 4		
	Operational Risk Management	Level 4		
	Organisational Performance Management	Level 4		
	Programme Management	Level 6		
	Project Coordination	Level 5		
	Project Feasibility Assessment	Level 6		
	Project Quality Management	Level 5		
	Project Risk Management	Level 5		
	Quality Engineering Integration	Level 4		
	Quality System Management	Level 4		
	Service Excellence	Level 4		
	Staff Performance Management	Level 4		
Stakeholder Management	Level 5			
Strategy Development	Level 4			
Technical Inspection	Level 3			
Technical Writing	Level 4			
Value Engineering	Level 4			
Vendor Management	Level 5			
WSH Culture Development	Level 2			
WSH Performance Management	Level 2			
Programme Listing	For a list of Training Programmes available for the Marine and Offshore sector, please visit: www.skillsfuture.sg/skills-framework/marineandoffshore			

The information contained in this document serves as a guide.