

SKILLS FRAMEWORK FOR DESIGN SKILLS MAP – DESIGN PROJECT MANAGER					
<b>Sector</b>	Design				
<b>Track</b>	Business				
<b>Sub-track</b>	Design Project Management				
<b>Occupation</b>	Production, Product and Project Management Professional				
<b>Job Role</b>	<b>Design Project Manager</b>				
<b>Job Role Description</b>	<p>The Design Project Manager plans and implements design project plans. He/She defines project timelines and activities in collaboration with stakeholders, and resolves changes in scope, issues and risks that may impede project implementation. As a manager, he is responsible for assigning talent and resources to the most appropriate projects. He also provides coaching to improve the performance of his team members.</p> <p>The Design Project Manager guides a team to meet the overall objectives of projects. He may work long hours to execute projects, which includes extensive collaboration with stakeholders, reviewing work done, and providing guidance to the team. He possesses excellent time management skills and is able to prioritise tasks. Lastly, he is also familiar with quality assurance practices to ensure maximum functionality of the product.</p>				
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Develop project plans	<b>Key Tasks</b>		<b>Performance Expectations (For legislated / regulated occupations)</b>
			Establish project timelines, activities, resource plans and cost estimates		
			Clarify project scopes and deliverables with stakeholders		
	Implement design projects	Establish project requirements to determine human resources, information, materials and technology needed			
		Track projects against established schedules, budget, manpower and technical quality targets			
		Document changes in scope, and issues and risks that affect project implementation			
	Manage project resources	Recommend schedule changes and adjustments to cost and resources			
		Assign talent and resources to appropriate projects			
		Coordinate capabilities, workload, and resources across multiple projects			
		Develop resource plans using resource scheduling tools			
Influence organisational development	Track staff skillsets and certifications				
	Provide feedback to direct reports and junior team members				
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>		
	Aesthetic and Design Sensibility	Level 3	Communication	Advanced	
	Brand Management	Level 4	Decision Making	Intermediate	
	Business Negotiation	Level 3	Problem Solving	Intermediate	
	Business Presentation Delivery	Level 3	Resource Management	Intermediate	
	Business Risk Management	Level 4	Service Orientation	Intermediate	
	Change Management	Level 4			
	Conceptual Thinking	Level 3			
	Contract Development and Management	Level 4			
	Critical Thinking	Level 4			
	Data Analysis and Interpretation	Level 3			
	Design Sustainability and Ethics Management	Level 3			
	Design Thinking Practice	Level 4			
	Emerging Technology Synthesis	Level 3			
	Imagination and Exploration	Level 4			
	Product Management	Level 4			
	Project Management	Level 4			
	Stakeholder Management	Level 4			
	Systems Thinking	Level 3			
User Testing and Usability Testing	Level 4				
<b>Programme Listing</b>	For a list of Training Programmes available for the Design sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/design">www.skillsfuture.sg/skills-framework/design</a>				

The information contained in this document serves as a guide.