

SENIOR BUSINESS ANALYST / PROJECT MANAGER

JOB DESCRIPTION

25 September 2014

A digital production agency

London

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Cape Town

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21 Dreyer Street, Claremont, 7708

Company No. 2004/015557/07 VAT No. 4720218884

OVERVIEW

Bluegrass Digital is a leading digital production agency, working with both South African and International client accounts. We are looking for a dynamic and resourceful Senior Project Manager to join and lead the project management team. You will oversee and input into all projects.

You will work closely with clients to ensure the successful management and delivery of your projects. The Operations Director will oversee your work to ensure the quality and fulfilment of Bluegrass Digital's products and services.

It is essential that you understand internet technologies and terminology and the workflow of a typical digital project lifecycle. You will have experience working in a digital agency environment and have a good working understanding in project planning, project management, client expectation management, risk management and pressure situation management.

Key Requirements

- A degree or similar qualifications
- 3+ years of project management or business analyst experience within an IT or agency environment
- Experience interfacing with clients and managing client expectations
- Experience creating BRS, SOW, FSD, MS Project Plan documentation for web projects
- Experience working with Agile / SCRUM methodologies and ability to help refine & implement this process
- Plan resourcing, track timelines and provide feedback to the Operations Director on team project progress
- Experience using project management tools like Redmine / Jira etc
- End to end project testing and ability to implement 'Testing & QA' processes into our SDLC (where no 'formal' processes may exist).
- Good knowledge of the terminology and technical aspects related to web & mobile development
- Excellent organisational and time management skills
- Prepared to travel, if necessary

Key Responsibilities

- Managing your own set of more complex (bigger budget) client projects
- Meet daily/weekly with the PM team to ensure all projects are on track
- Oversee the internal SCRUM process
- You will be the first point of contact for the PM team and for clients to escalate any project issues.
- You will quality check and input into every Cost Estimate, Proposal, SOW, Project Plan, UX/Wireframes, FSD's and Testing processes for all projects
- Analyse and advise on all client project requirements; technical solutions development; and technical issues from a client management perspective
- Implement a formal testing & QA process that we can then sell into clients as a standalone testing service
- Input into development and technical discussions

- New business sales and sales costings
- Manage the project management team (5x staff)
- Inputting feedback on staff annual reviews
- Mentoring and motivating the team

Key Skills

- MS Project
- Microsoft Office (Excel, Word, PowerPoint) – *are essential*
- Understanding of internet technologies (HTML, CSS, JS, .NET)
- Understanding of CMS products like Umbraco (*very advantageous*); Episerver; Wordpress; Drupal
- Excellent command of the English language, both written and verbal
- Excellent attention to detail
- A complete understanding of the digital process and how to run production resources
- Military-like organizational and time management skills
- Multitasking skills and the ability to very comfortably juggle multiple projects/tasks
- Ability to recommend and define processes to continuously improve the business
- Ability to understand a client's business and project requirements
- A team player with good interpersonal skills to deal with various personalities
- A passion for the online industry a true digital enthusiast!

Location: Claremont, Cape Town

Type: Permanent

Level: Senior

Remuneration: Market related salary and based on experience and skills