ANNEXURE No. XXXIII

PROPOSED CHECK-LIST FOR THE VARIOUS FUNCTIONARIES

(A) OFFICERS AT THE HEAD OFFICE

(i) Reviewing the project proposal and deciding upon steps to be taken,

(ii) Reviewing the detailed project schedule, budget, and organisation, and approving the proposed steps to be taken,

(iii) Appointing Project Manager, other staff and assigning their authority/responsibility,

(iv) Scheduling periodic project review meetings with the help of Project Manager,

(v) Deciding upon major revision to the project schedule, budget, and organisation,

(vi) Communicating with other relevant Departments/Agencies,

(vii) Deciding on the termination of the project, and

(viii) Assisting the Project Manager on all questions regarding resource inputs for the project.

(B) PROJECT MANAGER

(i) Analysing causes and effects of deviations from the project proposal,

(ii) Monitoring important project activities to ensure that targets dates are met,

(iii) Motivating staff to perform effectively,

(iv) Developing proposals for actions and alterations to the project plan that are essential for achieving the project objectives, and

(v) Submitting suggestions to Head Office for corrective action on such matters which fall outside his scope of authority, e.g.,

(a) changing the project objectives,
(b) making major changes in the strategy/design that have policy implications,

(c) recruiting staff (except casual and unskilled labour), and

(d) engaging in official communication with agencies outside the Hafed.

(C) **ACTIVITY MANAGER**

(i) Giving information about and clarifying the contents of activity descriptions to all concerned,

(ii) Ensuring that activities are producing the desired end products with minimum resources and within the time limits of the project, and

(iii) Checking activity results, problems, etc., and reporting them to Project Manager.

(D) **LIAISON PERSON**

(i) Assisting in preparing activity descriptions,

(ii) Taking part in selected detailed designs, and

(iii) Assisting the Project Manager in preparing proposals for alterations.