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**Ikaros project**  
**PMO Lead**  
**(Project Management Office Lead)**

## 1 Role description

The task of PMO Lead is to manage the Project Management Office during its entire lifecycle. The PMO Lead is 100% assigned on the project during its entire lifecycle.

## 2 Responsibility

Performing the following tasks during project planning and execution

- Gathering and analyzing project data
- Maintenance of project plans
- Managing project issues
- Project controlling, invoice handling
- Writing meeting minutes
- Reporting
- PM support

## 3 Data

The following data are available for the project

- Project manager fee is 150 € /hour
- PMO Lead fee is 105 € /hour
- PMO member fee is 53 € /hour
- Project-related time
  - o PMO Lead 100%
  - o 3 PMO members 50%
- Full-time labor must be calculated with 1,660 work hours per year
- Project office rental fee is 5,600 €/month, and it needs to be paid for the entire duration of the project
- The exchange rate for planning is 320 HUF/€
- Storage for file sharing: [witch.pmmf.hu:2001/Tanszeki\\_anyagok/Rendszer-es\\_Szoftvertechnologiai\\_Tanszek/Projektmenedzsment2\\_2018\\_19\\_2/](http://witch.pmmf.hu:2001/Tanszeki_anyagok/Rendszer-es_Szoftvertechnologiai_Tanszek/Projektmenedzsment2_2018_19_2/)
- Any documentation may only be produced by using company templates
- Documentation must be accessible to everyone

## 4 Deliverables

The following documents must be delivered during the project

- Weekly status reports
- Other reports
- Authorities' statements
- Lessons learned document