GROUP —PROJECT MANAGEMENT

PM-2 Turnover Manager

Sample Job Description

Job Title: Turnover Manager

Reports to: Project Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

Within the PMT, the Turnover Manager ensures that all processes and procedures related to set-up and administration of the project Data Base.

This should not be a new position on the PMT Organization Chart, however this individual would need additional training so that they understand how their role best supports AWP and what additional scope changes would be required within their position.

Essential Duties (Roles and Responsibilities)

* Ensures the Project Data-Base is set up and administered to meet the requirements of the Project
* Set the reporting schedule and data governance requirements for all database inputs and ensure all stakeholders meet these requirements.