Race Project Manager

Description

The Race Project Manager creates and owns the plan for the upcoming race, identifying the tasks, tracking the tasks, any open items and provides updates to the Board.

Responsibilities

List the responsibilities / duties for this function.
- Responsible for creating the Plan for the upcoming race
- Responsible for reviewing retrospective items to improve the upcoming race
- Responsible for driving all tasks for a successful race

Tasks

List the specific tasks that this position is responsible for.
- Create the project plan for the upcoming race. Tool to use should be free and accessible by all members of LRRTO.
- Identify tasks and deadlines, assign resources to each task.
- Review outstanding action items, remind the owner of the item of their responsibility and their update.
- Review the collateral from previous races to create the plan, identify any new items.
- Provide updates at the Board meetings

Specialized Skills Needed

List the specialized skills needed, or any certifications.
- Basic project management skills
- Attention to detail is a must
- Must be proactive, so that items are assigned and followed through
- Must be able to present the status at the board meeting

Time Commitment

List the amount of time needed, and when needed. If time for this function is only in August, state that. If there is a 2 hour commitment each month, state that. Etc.
- December / January / February / March - Review previous years and start planning for the current race. Some items need to be taken care of to secure the upcoming race [1 - 2 hours / month]
- April - Race Plan drafted [5 hours]
- May / June - Review items, assign, follow up [5 hours / month]
- July / August - Ensure items are being assigned, followed up, updates made to the board [5 - 10 hours / month]
- September [up until race day] - crunch time - ensure everything is in order for the upcoming race [1 - 2 hours / week]
- September [after race day] - update the plan and close out items [1 - 4 hours]
- October - prepare document for retrospective and conduct retrospective [2 - 4 hours]
- November - ensure plan and retrospective is archived on the google drive

Meetings required to attend

List the meetings that this position is required to attend. The Board Meeting is the only recurring meeting at this time.
- Board Meeting

Tools, applications

List the tools, applications this position uses for its duties.
- Google Docs
- Google Spreadsheet

Community Service Hours Credit

Is this position eligible for community service hours for school? Typically high school students need community service hours in order to graduate.
- Yes

Voting Board Member

Does this position have a seat on the Board and can it vote? This position might be listed in the LRRTO filings.

- No

Last Updated: March 14, 2024