

FORT WAYNE RAILROAD HISTORICAL SOCIETY INC.

Project Manager Policy - Adopted May 7th, 2020

In order to successfully and responsibly move projects toward completion, the Fort Wayne Railroad Historical Society will assign Project Managers to oversee its restoration and mechanical projects.

It is the responsibility of Project Managers to guide, plan, implement, collaborate, budget and oversee completion of projects. This policy is designed to specify the responsibilities and authority of its Project Managers, protect Society financial reserves, insulate projects from interference or delay, and empower Managers to schedule, assign, and manage volunteers.

Project Managers will be assigned by a vote of the board of directors. The board will regularly review the progress/performance of each project based on observations and feedback from the Project Manager and may decide to assign a new Project Manager if warranted.

In addition, Project Managers must also:

- Understand the project's scope and requirements and ensure they are thoroughly and clearly documented and communicated to volunteers working on the project
- Prepare a project plan with achievable budget, schedule, and goals
- Ensure that project volunteers are well-organized, adequately trained, scheduled, and collaborative and are utilizing all proper Personal Protection Equipment
- Confirm that all volunteers are current and paid Society members
- Manage project budget with the Society treasurer. Project Managers may spend up to \$1,000 within their established budget without additional board approval.
- Identify and manage project risks; including safety and disciplinary concerns.
- Reassign a volunteer or disassociate them from the project entirely if the Project Manager deems that a volunteer is acting unsafely or that their contributions are detrimental to the project
- Submit monthly reports to the board of directors and submit timely updates to the Membership Committee for publication
- Identify opportunities to welcome and train new members and volunteers
- Work with the Vice President and Outreach Manager to research sponsorship and fundraising opportunities