

OW2 COLLABORATIVE PROJECT MANAGER

OW2 is looking for its Collaborative Project Manager. The position covers responsibility for delivering OW2 contribution in our collaborative projects, CHOReOS, CompatibleOne, CloudForce and Magellan. Please contact OW2 Management Office directly.

JOB DESCRIPTION OVERVIEW

Project Management

- Responsible for developing the OW2 deliverables for the projects
- Participation in the project meetings -- in cooperation with other Management Office members (MO)
- Responsible for developing the administrative reporting for the project (quarterly activity reports), in cooperation with MO.
- Management of this reporting (follow up, anticipation, collection of necessary figures - expenses, time spent, ...) -- in cooperation with OW2 Administrative Assistant

Website curation

- Design, management, updates of the collaborative project websites
- Regular posting of events on the project website, and cross-posting on the OW2 website events - in cooperation with MO
- Post relevant presentations on the websites and slideshare,
- Publish project documents when they are available

Communication

- Communication plan: design and implementation.
Includes event plan (dates, which events), PR plan based on the project roadmaps (ex: plan a PR for each major deliverable). Blog: to be discussed (requires also participation from the project resources)
- Community building plan: design and implementation
Includes visibility of the project itself, and opening the project to external participants and users, facilitate links with other projects.
Could include usage of forums, mailing lists, dedicated section on the project website, promotion of demos/documentation/POC/source code, videos, ...
- Inbound communication: Liaise with OW2 projects, Liaise between MO and Collaborative Project, Provide support to corresponding initiative if any, Represent the project in OW2 meetings
- Social networks: implementation, link to the website, regular posting of events

Day-to-day activities

- Follow the project activities and liaise with other project partners in order to be ready to publish news, technical content (with input from the project contributors) and deliverable to the project website (and, if necessary, to the OW2 website)
- Link with OSCi: identify needs for synchronization between projects, co-organisation of workshops

Background

- IT education or experience in the IT industry
- Able to communicate
- Familiar with the procedures of publicly-funded collaborative projects