Job Description Form

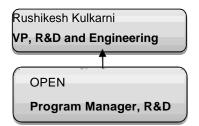| **A) General Information:**	
Job Title: **Program Manager - R&D**	Created Date: 10-Nov-2023
Required Qualification: BE / BTech / ME / MTech (Electronics/telecommunication/Instrumentation)	Required Experience: 15+ years
Incumbent Name: NA / New Position	Updated Date: 10-Nov-2023
Department: R&D	Geographic Location : Pune
Supervisors Name and Title: Rushikesh Kulkarni / Vice President – R&D and Engineering	

B) Job Purpose:

Align projects with business goals, construct detailed work plans, manage cross functional teams, achieve milestones, and communicate the result across a stakeholders

Rushikesh Kulkarni
VP, R&D and Engineering

OPEN
Program Manager, R&D

C) Communication:

Critical Communication – Internal/External OR Local/Global

Internal / External	Interaction with	Reason for Interaction
Internal	R & D	New Product Development (NPD)
Internal	Operations	Planning, Prioritization & On time Delivery
Internal	Product Engineering	Product specifications & requirements
Internal	Product Management	Competitor Benchmarking, Product specification, Voice of Customer (VoC)
Internal	Testing	Product Certification, Testing & Validation
External	Customers	Application understanding, Product quality issues

D)   Key Accountabilities:

Key Accountabilities	Major Activities	Key Result Area
Project Planning, Budgeting & Monitoring	• Define the scope, estimate the efforts and resources required in consultation with Engineering Managers and Design Unit Heads (R) • Prepare and execute Project schedule to ensure on time delivery. • Monitor and control project expenses on resource & material against the plan through periodic reviews with the team on deviation (R). • Ensure resource utilizations on projects by maintaining Resource Planner (R).	• CPI (Cost Performance Index) • SPI (Schedule Performance Index) • Product Cost
New Product Development	• Drive project execution as per stage gate process. (R). • Obtain competitor product study analysis report from product engineering (R, A) • Ensure readiness of design artifacts for timely gate completion (A). • Plan and Prepare for engineering release (A).	• NPI Adherence
Project Execution, Change Management, Risk Management	• Organize/engage in periodic review meetings with DUs & team to discuss issues, review the progress, identify new requirements, obtain feedback and action planning (R). • Evaluate Change in requirement, prepare Impact of Change (IoC) and re-baseline the project (R). • Identify risk proactively and Initiate course corrections where required (R).	• Risk Log Adherence • Change Log Adherence
Stakeholder, Communication and Knowledge Management	• Provides Project Performance Report – Green/Yellow/Red) of the current situation relating to milestones and issue/high risk areas (e.g., technical, cost, and schedule). • Prepare and execute communication plan with all internal and external stakeholders (R). • Contribute to the knowledge bank by capturing lesson learnt for each project (R). • Develop best in class Project management process and practices (R). • Conduct periodic training to enhance knowledge about project and program management (R). • Develop new/optimized ways of working (R). • Improve project management office by keeping self up to date on new project management methodology such scrum, kanban (R).	• CSI (Customer Satisfaction Index) • Process Improvement for Project Management

E) Side Job Functions:

Not applicable

F) Competencies:

Functional/Technical Competencies	Managerial/Leadership/Behavioural Competencies
• Project Management, MS Project Proficiency	• Conflict Management
• People Leadership	• Analysis & Decision Making
• Stakeholder Management	• Accountability & Ownership
• Requirement Management	• Communication Management
• Risk and Change Management	• Customer Focus (Internal & External)
• Knowledge of Embedded System Design & Development	• Drive for Results
• Knowledge Embedded C, Product Standards	• Inspires Trust & Collaboration
• Good to have working experience in Scrum, Kanban	• Leadership & Talent Management
• Must have handled medium to highly complex projects with external customers	• Learning & Innovation

G) Authorities:

Decisions to be taken Independently	• Project P&L (Scope, Time, Cost and Quality) • Project Stakeholder and Risk Management
Decisions to be taken with peers:	• Project efforts estimation and delivery commitment • Product component
Decisions to be taken with Seniors:	• Project Prioritization • Project Change Management

Prepared by:	Lead TA	Verified by	Head HR
Reviewed & Approved by:	VP, R&D and Engineering	JD status:	Active