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| **Limited Liability Company “XXX”** |
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| ORDER№\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_y. **On approval and enactment of the Regulations on the Project Management Department**In order to formalize the activities of the Project Management Department in the company,**I DECLARE:**1. To approve and put into effect from the date of signing the Order the Regulations on the Project Management Department in the Company.
2. Employees of the Company shall be guided by the established Regulations within the framework of their activities
3. To entrust the control over observance of the mentioned Regulation to the Head of the Project Management Department D. Lushin.

**General Director of LLC “ХХХ”**  |

REGULATION ON THE PROJECT MANAGEMENT DEPARTMENT

Approved by order

 №\_\_\_\_\_\_\_\_\_\_\_

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **General statements:**
	1. The Project Management Division (hereinafter referred to as the Division) is a structural subdivision within the Information Technology Department of XXX LLC and reports to the ICT Director.
	2. The Division is headed by the Head of the Project Management Division.
	3. The Head of the Division is appointed and dismissed by the General Director of the Company upon recommendation of the ICT Director.
	4. Duties, rights, responsibilities and remuneration of the Division employees are established in accordance with job descriptions, terms of labor contracts, staff schedule, Internal Labor Regulations of LLC “ХХХ” and other local normative acts of the company.
2. **Main task:**
	1. Ensure quality and efficient planning and implementation of the company's projects in accordance with the adopted project management methodology.
	2. Develop and keep up-to-date the methodology of project management, methodological and regulatory documents on interaction of subdivisions within the framework of project realization
	3. Control over compliance with the adopted project management methodology, procedures and regulations
3. **Functions:**
	1. Develop, implement, monitor execution, and improve program and project management methodology.
	2. Conducting pre-project studies of potential projects.
	3. Plan and manage the implementation of projects accepted for execution by the Project Management Department.
	4. Formation of requirements, implementation, functional administration and improvement of project management information system.
	5. Training of the company's personnel involved in project management in project management methods.
	6. Generation of consolidated reports on portfolio status and project execution status.
4. **Rights:**

The Department has the right to:

* 1. In accordance with the established procedure represent the Company in governmental authorities, public and commercial organizations, local self-government bodies on issues within the competence of the Division;
	2. Receive necessary information and documents from the structural subdivisions of the Company for qualitative and timely fulfillment of tasks and functions assigned to the Division.
	3. Engage employees of other structural subdivisions of the Company, other organizations, as well as individual experts to solve tasks assigned to the Division in accordance with the established procedure;
	4. Provide explanations and recommendations to the Company's structural subdivisions on the implementation of decisions made in the Company on issues related to the activities of the Division. 1.18 Provide explanations and recommendations to the Company's structural subdivisions on the implementation of decisions made in the Company on issues related to the activities of the Division;
	5. In accordance with the established procedure, send documents to the Company's structural subdivisions that are binding on the issues within the competence of the Division;
	6. Participate in the Company's work on preparation, conclusion and control of fulfillment of agreements, agreements and contracts, drafts of local normative acts, as well as in meetings, conferences and other events on issues related to the activities of the Division;
	7. Inform the ICT Director about all shortcomings identified within the competence of the Division and make proposals for their elimination;
	8. Correspond with other structural subdivisions of the Company, as well as with other organizations, on issues within the competence of the Division;
	9. Submit proposals on making amendments and additions to the present Regulations on the Division, on changing the structure and staff of the Division, on hiring, transferring and dismissing its employees, setting their salaries, applying measures of material and moral encouragement, bringing employees to material and disciplinary responsibility;

## Responsibilities:

* 1. Employees of the department are responsible for:
		1. Timeliness, quality and compliance with KPIs in performing the tasks and functions set forth in this Regulation;
		2. Timely and quality fulfillment of decisions and assignments of the Company's Management, Head of the Department;
		3. Reliability and timeliness of provided information and prepared documents;
		4. Compliance of the Division employees with job descriptions, labor and production discipline, information security regulations and safety requirements.
	2. The Head of the Division bears full responsibility for the quality and timeliness of fulfillment of the functions assigned to the Division by this Regulation;

Head of Project Management: \_\_\_\_\_\_\_\_\_\_\_\_

**Approved by:**

ICT Director \_\_\_\_\_\_\_\_\_\_\_\_\_