

THE ROLE OF THE PROJECT MANAGER

What PM Does

- Serves as project manager for the Reintegration Subcommittee
- Helps the group adhere to timelines, goals, and objectives.
- Ensures meetings are structured and follow FOIA.
- Assists chairs with agenda preparation.
- Gathers, organizes, and tracks information though not project research
- Provides follow-up on information requests.
- Submits monthly status reports.
- Acts as an advisor and liaison.

VS

What PM Does Not Do

- Does not vote or set policy.
- Does not act as a subcommittee member.
- Does not independently create policy.
- Does not represent the subcommittee.
- Does not supervise employees.
- Does not manage city budgets.
- Does not enforce FOIA.

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