

# **Core Banking System Installation at ADBL**

## **IT Project Manager**

### **The Need**

There will be a wide range of activities running concurrently throughout CBS installation, for which the bank will need to create two teams, a logistics team and an implementation team, which teams will need to be replicated in each region during respective periods of installation. The teams will work with the vendor's team, will be responsible for ensuring that preparatory work in beneficiary units is completed in full and on time, for timely availability of business users from functional streams, and for staff at beneficiary units being made aware of their role and input and of the training that they will receive.

The coordination of all these activities will require a project manager who should be appointed before contract negotiations commence.

### **Qualities Required**

The qualities required in the IT project manager are:

- a formal ICT qualification from a recognised institute of technology, university and/or professional ICT body;
- 10 years or more of practical experience at manager level of installing, operating and maintaining a state of the art core banking system;
- demonstrable qualities of:
  - leadership, particularly under pressure and against tight deadlines, and the ability to motivate people to sustain high levels of input;
  - determination and persistence in adversity and a hands-on approach to work;
  - creativity and initiative to resolve technical, procedural and personnel problems, both conventional and unusual; and
  - ability to communicate with people at all levels, to explain technical requirements and to draft plans and reports in terms readily understood by non-specialists.

Previous experience of procurement and implementation of IT projects under ADB guidelines would be an advantage.

### **The Task**

Reporting to the ADBL CEO and Board, working in close collaboration with IT Division and GS Division Chiefs, and with guidance from the Chief Technical Adviser at ADBL, the IT Project Manager shall be responsible for the successful installation, commissioning and operation of the core banking system (CBS). The task will include, but is not restricted to, the following:

## **Preparation Phase**

Once the vendor has been selected, the IT Project Manager shall ensure that all necessary steps are taken to prepare the bank for the installation of the CBS; these preparatory tasks include but are not confined to:

- assisting the ADBL negotiating team negotiate the contract for CBS installation, commissioning and maintenance with the selected vendor;
- drawing up, for ADBL senior management approval, the implementation plan with a budget to cover the local costs involved for the work to be undertaken with the vendor;
- ensuring all units and personnel involved are aware of their role, input and responsibility and are given adequate preparation to be able to undertake the tasks assigned to them;
- establishing and preparing the logistics and implementation teams at Head Office and, ahead of Phase 2, in the regions;
- ensuring all facilities agreed with the vendor in contract negotiation are in place, the control and payment procedures have been designed and agreed, and all action needed to ensure the security, control and insurance of storage locations and the equipment there stored has been taken.

## **Implementation Phase**

Throughout the implementation phase the IT Project Manager working in close coordination with the vendor and with the ADBL logistics and implementation teams, shall ensure:

- installation and commissioning are completed on time and within budget;
- deficiencies are rapidly identified and remedied;
- liquidated damages are agreed and applied, or where this is not possible:
  - investigation by external assessors is rapidly arranged and carried out; and
  - appropriate sanctions are applied in consequence;
- clearance of payments conforms to the procedures agreed;
- inventory management practice conforms to the highest standards; and
- such other tasks as necessary to achieve the goal of successful CBS implementation.

## **Authority**

The IT Project Manager shall have authority, delegated by the Board, for the management of the budget approved for the implementation of the CBS, for the control of staff assigned to the Logistics and Implementation Teams, and of equipment and other facilities made available for the prosecution of the CBS implementation project.