

## **Position Results Description for Software Manager**

**Title:** Software Development Manager

**Position goal:** Provides direction and management for Kalaam Media's Software development

**Key Results Area** Manages the Software Development team for Kalaam, communicate with directors and assist with project management

- Manager met monthly with each software developer and performed annual reviews.
- Manager chaired the developers' daily meetings weekly meetings providing direction and taking decisions as required.
- Manager communicated clearly so that all developers were informed about their assigned tasks and priorities, supported and directed sufficiently so they receive sufficient information to be able to proceed with their work.
- Manager kept Kalaam's managing director informed about the development team's activities, challenges, significant milestones reached including schedule and the features that will, should or may be in each release.
- Manager provided sufficient information to the development team so they could make informed estimates of work effort required for features and bugs.
- Manager provided sufficient information to the product owner(s) so they could make prioritization choices about new features and bug fixes.
- Manager made sure planning sessions took place for the backlog of unprioritized, 'new' feature requests and bug reports.
- Manager communicated with the systems administration team so they had a good understanding of the existing and emerging needs of the software.
- Manager attended all meetings when the Director of IT was unavailable
- Manager provided prospective technical partners with the information they need to understand how their products and systems could be connected to ours.
- Manager evaluated potential integrations within our product and captured those assessments in requirements for the project management process.
- Manager answered technical questions from Client Services with concrete information regarding whether the required functionality is, should be or will be made available.
- Manager contributed to the maintenance, improvement or expansion of the software product(s) as part of the overall software development process.