

## Project management department

The project management department works in tandem with all HRDF departments, related institutions, relevant entities subscribed under HRDF, and all stakeholders to achieve HRDF's mandate in KSA.

The project management department manages HRDF's project portfolio in the various sectors. It also oversees and directs joint programmes with affiliated professional institutions in KSA. Its responsibilities and level of engagement differ according to the programme. It works in tandem with all HRDF departments, related institutions, relevant entities subscribed under HRDF, and all stakeholders to achieve HRDF's mandate in KSA.

The main function of the project management department are:

- ▶ Manage and implement portfolios, programmes, and projects;
- ▶ Identify and develop project management methodology using global best practices and standards;
- ▶ Develop a governance and frameworks for projects' management;
- ▶ Identify roles and responsibilities among the parties involved in the project;
- ▶ Contribute actively to overcoming difficulties encountered during the implementation of projects;
- ▶ Provide periodic reports on the status and progress of projects;
- ▶ Coordinate communication between projects and stakeholders involved;
- ▶ Provide support, training, and supervision for programmes;
- ▶ Oversee the processing and activation of the Enterprise Project Management (EPM) system;
- ▶ Monitor and comply with relevant standards, policies, procedures, and models of project management through quality reports.

## Key objectives of the project management department

### Applying best practices in managing HRDF projects

Acting as a central authority controlling the quality and efficiency of programme implementation, portfolio and project management, and ensure of its impact eliminating risks and obstacles. Applying the global best practices in coordination, communication, and management.

### Developing the national human capital

Identifying training gaps and needs in the workforce and formulating programmes, workshops, specialised training to cater to those needs.

### Making use of the latest technology to execute its programmes

Automating Enterprise Project Management processes and procedures. Archiving all documents related to all HRDF projects.

### Raising awareness about the role of project management department

Clarifying the department's role and its methodology by outlining its responsibilities and governance framework to all relevant parties involved.

