



Doc Title	Job Description for Senior Project Executive	
Doc No.	Revision No.	Revised Date
PD/JD/02	02	21 Aug 2023

Job description for Senior Project Executive (Business Consulting)

Department: Operations

Reporting to: Director / Principal Consultant

Roles

The Sr Project Executive (business consultant) is accountable for implementing tasks at the client site that the Senior Project Executive or Principal Consultants identify.

He is expected to perform the following duties.

1. Conduct a diagnostic study at the prospect's premises, which includes the following.
 4. Opening and closing meetings with top and senior management.
 5. He will also carry out an overall organisational survey,
 6. capture high-level process flows, collect data according to the company's Diagnostic Study Template (CO/TEMP/01), and
 7. identify improvement opportunities.
2. Preparing diagnostic study reports and presentations.
3. Schedule monthly plans to visit clients and Execute deliverables as planned at the client site. Those deliverables include the following.
 - o Creating Organisation Structure, as-is,
 - o Restructuring the organisation structure based on the CSense model,
 - o Defining Job Descriptions,
 - o Preparing Job profiles,
 - o Identifying personalities of key persons and counselling them on their joyous roles
 - o Process Mapping and analysis,
 - o Streamlining the processes – proposals, demonstration, implementation, and handholding the changes,
 - o Developing Company Manuals,



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- Data Collection from processes and records,
 - Drafting Standard Operating Procedures based on process mapping,
 - Provide process training to people,
 - Handholding clients' staff in documentation, data collection and problem-solving
 - Competency mapping and assessment,
 - Providing training on process, SOPs, JDs and skills to Clients' staff.
4. Preparing monthly project plans for self and team based on pre-approval from clients.
 - Ensuring the Visit Agenda is sent to the client **at least two days before the visit** (as per CO/TEMP/02).
 5. Submit visit reports with a summary of accomplishments and a plan of further actions daily.
 - After the closing meeting, the Visit Report and Updated Action Plan **shall be sent to the client on the same day.**
 6. Ensure reporting consultants execute projects as per the above plan.
 - Participating in Daily Review Calls with Principal Consultant at the end of the day to update progress on assigned projects **on all working days.**
 7. Follow up with clients' staff for completion of action points.
 8. Clarification of doubts and guiding clients' staff over the phone or online.
 9. Preparing status updates of projects for review by the Senior Consultant with the client.
 - Ensuring that the projects are reviewed online **at least once a fortnight** in the presence of the client's Top Management and Principal Consultant.
 10. Providing On the Job Training to CSense Project Executives.
 11. Ensure continuous learning and feedback by promptly completing the Consultants' Weekly Self Appraisal every week (before the end of the week) and make sure the reporting Project Executives follow the same.
 12. And other roles as assigned by CSense Management.

Note:

1. All travel, stay and incidental expenses will be reimbursed at actuals every 15 days.



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2. Working days: Monday – Saturday, Third Saturday of the month will be a holiday.
 3. The executive is expected to visit the office in Chennai as instructed / as required.
 4. Currently, ESI & PF does not apply to the organisation. Hence no deduction.