# Project Manager Contract

This Employment Contract is entered into on the [\_\_\_\_\_] day of [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_], [Year], between [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] (hereinafter known as Employer), whose business is located at [Street Address], [State Name], [Zip Code], and [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] (hereinafter known as Project Manager), who resides at [Street Address], [State Name], [Zip Code].

The Project Manager is responsible for overseeing an assigned project in its entirety. The Project Manager agrees to coordinate efforts with internal and external parties to achieve project goals when necessary. The Project Manager is expected to take ownership of the direction, implementation, control and execution of the project and to provide overall direction for the project.

## Duties:

The specific duties for each project may include: creating a delivery strategy; assigning tasks to other project members; coordinating the efforts of project team members; developing a deliverables schedule; managing the project budget; tracking and monitoring project and team deliverables; providing status updates to senior management and external stakeholders; defining and securing needed resources; developing quality standards; and the presentation and evaluation of final project results.

In addition, the Project Manager will be responsible for the following:

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## Performance Expectations:

The Project Manager agrees to faithfully perform all duties to the best of their abilities and talents, and to adhere to the highest quality of work standards.

## Confidentiality:

Certain information may be communicated to the Project Manager, including trade secrets, proprietary and other confidential information.

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] agrees to hold all information obtained in the normal course of business and communicated to the project manager by the company, clients, suppliers or other third parties confidential. The project manager may not disclose such information to any party inside or outside of the company without the written permission of the company. The project manager may not disclose, distribute or disseminate confidential information in any way.

## Conflict of Interest:

The Project Manager agrees to give top priority to the interests of the company. The Project Manager agrees not to engage in any activity that may be considered a conflict of interest, including but not limited to working for a second employer in the same or like position at the same time as working for the Employer named in this contract.

## Compensation and Benefits:

The employee will be paid [Weekly/Bi-weekly/Monthly], at the salaried rate of $[\_\_\_\_\_\_\_\_\_\_\_\_] per pay period. The employee understands he/she is salaried exempt and is not entitled to overtime wages.

The project manager [will / will not] be entitled to a performance bonus in the amount of $[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] for projects completed ahead of schedule.

The Project Manager is entitled to the following benefits:

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| --- | --- |
| Insurance Benefits: |  |
| Paid Holidays: |  |
| Vacation: |  |
| Sick Leave / Personal Days: |  |
| Educational Reimbursement: |  |
| Bonuses: |  |
| Stock Options/Retirement Benefits: |  |

## At Will Employment:

The employment agreement described in this contract is considered “at will.” The employment arrangement may be terminated by either party, with or without cause, and with or without notice.

By signing below, I agree to be bound by the terms of this contract.

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|  |  |  |  |  |
| Printed Name Employer |  | Signature, Employer Representative |  | Date |
|  |  |  |  |  |
| Printed Name Project Manager |  | Signature, Project Manager |  | Date |

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