

Job Description

OVERVIEW			
Job Title	IT project Manager	Job Code	---
Division	---	Department	---
Role Purpose	The position of IT project manager consists of planning, initiating, and managing information technology (IT) projects. It also consists of leading and guiding the work of technical staff, serving as liaison between business and technical aspects of projects, planning project stages and assessing business implications for each stage, and monitoring progress to assure deadlines, standards, and cost targets are met		

REPORTING LINES			
Direct Reporting Relationships	•	Supervises (titles)	• NA

DUTIES PERFORMED		
% of Time	Key Accountabilities	Key Activities
100%	Team Management	<ul style="list-style-type: none">• Develop and manage work breakdown structure (WBS) of information technology projects• Develop implementation plans that include analyses such as cost-benefit or return on investment (ROI); Prepare project business cases• Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing• Assign duties, responsibilities, and spans of authority to project personnel• Coordinate recruitment or selection of project personnel• Develop and manage annual budgets for information technology projects• Enforce compliance to project management best practices, using methodology such as RUP, Agile and tools such as Project management software and PLM collaboration systems• Establish and execute a project communication plan• Manage project execution to ensure adherence to budget, schedule, and scope• Prepare project status reports by collecting, analyzing, and summarizing information and trends

Qualifications and requirements

- A bachelor's degree in a computer-related field or equivalent
- Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions
- Ability to monitor or assess performance of yourself, other individuals, or organization to make improvements or take corrective action

Competencies (in order of importance)

- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations
- Integrity — Job requires being honest and ethical
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude

Lines of communication

- Please Identify where the position fits within the hierarchy of your organization

VERSION TRACKING

Version		
Prepared by:		
First review by:		
Second review by:		
Approved by:	Name	
	Signature	
	Date	