IT PROJECT MANAGER

*[May also apply to exempt SHRA positions in the IT Project Analyst/Manager role\*]*

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency- and band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Project Management | * Responsible for successfully delivering IT project objectives. These objectives are accomplished using proven project management methods to overcome constraints such as cost, scope, time while ensuring quality. * Day-to-day activities involve project intake, resourcing, writing project charters, defining project scope, identifying potential risks, resolving critical problems, and writing project status reports. These activities ensure that the unit meets business requirements through the optimal application of IT solutions and services. * Directs and monitors activities of cross-functional project personnel, identifying resource needs, performing quality review, and escalating functional, quality, timeline issues appropriately to ensure project progresses on schedule and within budget. * Creates and manages project documentation including project charter, scope, objectives, estimation worksheet, schedule, milestones, assignment of project personnel, risk / issue / decision logs, action items, etc. * Interacts with senior management to manage and monitor project portfolio including, but not limited to, review of project proposals to determine goals, time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of resources. * Facilitates project team meetings and oversees creation of project communications plan to provide updates regarding the impact of project activities to project stakeholders. * Implements change management procedures and provides training or advises on training associated with the change management projects. Conducts impact analyses, assesses change readiness and identifies key stakeholders. * Contributes to vendor selection process and facilitates contract negotiations. |
| Quality Control &  Reporting | * Develops, monitors, and reports key performance indicators. * Establishes and tracks service level agreements. * Coordinates, presents, and defends projects as appropriate; and ensures that major changes or enhancements to modules or applications are presented at Analysis Review Board and/or Design Review Board meetings. * Ensures all completed changes go through Quality Review Board for approval to move to production. |
| Consultation | * Serves as an expert technical advisor to peer managers, senior leadership, and customers. * Generates options, provides pros and cons, and evaluates risk for various constituencies. * Works across organizational boundaries to ensure the unit can effectively and efficiently provide the services required by the university community. * Serves as unit expert on project management approaches. |
| Training &  Communication | * Uses and provides guidance to others in project management tools and approaches. * Creates and distributes communications regarding the project to both internal and external constituents. |
| Supervision/  Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |

\*When employees in these existing, filled positions have elected to remain SHRA