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# Example of Agile Program Manager Job Description

Our growing company is looking to fill the role of agile program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for agile program manager

* Support implementation of Agile talent development programs and processes
* Improve team understanding of Agile practices
* Promote continuous improvement of the Agile delivery processes and propose adaptations of the methodology to address novel situations
* Work with LBNL PI and management, and other national lab PIs, to ensure that all projects across all national laboratories are delivered on-time, within scope and within budget
* Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility of the proposed work
* Monitor resource availability and allocation, including regular communications with PIs across labs
* Develop a detailed project plan to monitor and track progress, including milestones, deliverables, and go/no-go decision points
* Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques and change control policies
* Manage the relationship with the client (DOE-BETO Technology Manager) and all stakeholders
* Develop and maintain comprehensive project documentation using collaborative IT resources

## Qualifications for agile program manager

* Enthusiastic – must be high-energy and situationally aware
* Accountable – must embody a strong sense of responsibility for the timely completion of tasks, the responsibility to ensure a shared understanding of shared tasks
* 7 plus years of Program Management in an Agile environment
* Enterprise Software background
* Security experience a strong plus
* Certified Scrum Master (CSM) certification or equivalent desired