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# Example of Applications Project Manager Job Description

Our innovative and growing company is looking for an applications project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for applications project manager

* Manage day-to-day Project activities and prioritize Blue Waters work and resources
* Track the project task execution, and, if necessary, intervene to readjust the execution to reach the cost, schedule and scope expectations
* Optimize communication between the project participants and other stakeholders
* Prepare both formal and informal reports on the status of the project and its activities
* Work with colleagues at all levels, both internally and externally, to facilitate the accomplishment of goals, objectives and milestones for the project
* Actively participate in project meetings, workshops and reviews
* Safeguard industrial, vendor, product, and operational information complying with independent software vendor, industrial, and university legal requirements
* Manage and direct the Blue Waters budget in coordination with the Project Director and NCSA finance personnel, in particular to perform independent financial analysis for project activities
* Provide leadership for a subset of the group’s projects, including delegating tasks, determining project milestones and setting deadlines
* Using independent judgment, assess ongoing and completed work to improve future efficiencies, formulating and recommending changes to project workflows and management as needed

## Qualifications for applications project manager

* A track record of successful project delivery in the Front Office IT arena
* Able to demonstrate knowledge and use of a structured project management techniques
* Ideally will be able to show experience managing and negotiating with external parties / suppliers
* 5+ years of experience as a Project Manager on the Application / ERP side
* Experience taking project from conception to production managing all aspects of solution delivery
* Experience providing oversight in identification and resolution of issues