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# Example of Change Project Manager Job Description

Our company is hiring for a change 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 change project manager

* Ownership and project management of individual change projects
* Ownership and project management of individual small scale change projects
* Working closely with the SLCDA Construction Finance Group and assisting with the review of the TRP projects payment applications from the CMAR, GCs, architects, engineers and consultants
* Supporting the TRP Construction Manager and staff as required to ensure the TRP projects are compliant with Airport Facility Program (AIP), Transportation Security Administration (TSA), Passenger Facility Charges (PFC), American Recovery and Reinvestment Act of 2009 (ARRA), City procurement requirements, State of Utah requirements and guidelines, as applicable
* Develop own content expertise by participating in educational opportunities, reading academic and popular publications, and participating in professional organizations to better understand project goals
* Prepares scope of work, project delivery resource requirements, cost estimate & budget, cash flow, work plan schedule & milestones, quality control, and risk identification
* Configuration items identification
* Prepares and makes presentations to management on project updates, project cycle, and expected results
* Demonstrated ability to develop, maintain and influence key stakeholders within the Affordability and Product Implementation realm, specifically with Operations Program Directors, team members, Project Managers from the operations functional areas and Project Managers from internal customer areas
* Establish solid, working relationships with team members to ensure that the mini-team will be successful on each project

## Qualifications for change project manager

* Fluent English, written and spoken (German a significant advantage)
* Working collaboratively with the CRO Change credit risk business analysts developing functional specifications that meet business requirements
* Developing and maintain a detailed Project Plan, including RAID logs
* Leads the delivery of the BCWS and Core Components Team
* Leads Global Delivery WG and owns take away actions to Regional (US) WG
* Works with IT throughout their feasibility assessment and design processes