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# Example of Data Project Manager Job Description

Our innovative and growing company is hiring for a data project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for data project manager

* Takes a leadership role with the assigned clinical working group(s) to ensure that DD and TA trial needs and deliverables are met
* Identifies and participates in process, system, and tool improvement initiatives within DD
* Participate in customer calls to ensure data contracts can be met using existing data structures, reports, and infrastructure, and creating DTAs
* Build project maps, a technical specification mapping customer data to report delivery fields
* Manage the engineering project to deliver tested software according to DTAs and project maps
* Work directly with Project, Product, Engineering teams to ensure that all targets and requirements are met
* Act as Agile Coach, managing the end-to-end Scrum process of agile teams
* Work with other department managers to meet the company’s project goals
* Proactively roll our product releases by managing all standard Agile processes, Daily Standups, Sprint Planning, Retrospectives, features & defect management
* Work with other Project/Program Managers to establish best practices and standardize project management practices where appropriate

## Qualifications for data project manager

* Able to make effective presentations and respond to questions from groups of clients, customers and the general public
* Ability to track costs for all projects, using purchase orders and other tracking methods
* Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form and to work independently
* Must be detail oriented with excellent communications, interpersonal and oral/written presentation skills
* Familiar with Telcorda specifications
* Must be a self-starter, proactive, flexible, and able to work within and meet deadlines