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# Example of Digital Program Manager Job Description

Our company is growing rapidly and is looking for a digital program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for digital program manager

* Design standard operation procedures, communication templates and drive process improvements with business, operational, and tech teams
* Act as Program Manager for various programs within Global Digital Technology Portfolio, with the primary focus of a Re-Plaftorming Program
* Develop program plans and estimates
* Take the lead and responsibility for end-to-end program solution delivery, ensuring timely delivery of high quality project deliverables through effective team communications and focus on quality
* Work with Resource Manager, PMO to manage Program resource capacity
* Identifying, generate, track, and communicate key metrics of the program
* Actively champion PMO best practices to drive better project planning, execution, project prioritization and change management within Platform Program
* Negotiate Program expectations and ensures results are achieved
* Maintain and forecast program budgets
* Determine needed program deliverables, macro approach, program profile, responsible teams, overall program schedule/timeline, critical path by deliverable, productivity improvements, overall risks and planning assumptions

## Qualifications for digital program manager

* Understand the fundamental solution being developed/deployed - its business value, roadmap, how it fits with the overall strategy or business operations, risks
* Program Management of 3+ years
* Technology background, Digital acumen and e-commerce experience
* Ensure compliance and quality improvements are properly represented in execution planning
* Able to represent the program management office in senior-level IT and business meetings
* Familiarity with Windows PowerShell