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# Example of Information Technology Project Manager Job Description

Our company is growing rapidly and is looking to fill the role of information technology project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for information technology project manager

* Integrates knowledge of Agile project management principles and their practical application
* Project Governance – Establish ongoing project governance and decision-making structure
* Provide clear communication and timely, effective escalation and resolution of key issues/decisions with the project stakeholders and executive leadership
* Project Planning and Management – Define project scope and schedule while focusing on regular and timely delivery of value
* Build and foster a trusted partnership with peers and key stakeholders
* Proactively review the performance of projects within the portfolio, working with project managers and delivery teams to mitigate issues and risks to deliver on scope, schedule and cost objectives
* Lead solid program governance, stakeholder management, and communications ensuring projects have integrated stakeholder management and communication activities to ensure understanding of program timelines, resource needs, risks, and dependencies
* Analyze challenges, problems, and process breakdowns to ensure that lessons are learned and improvements are well documented and communicated to leadership so future projects benefit from lessons learned
* Ensure all project status reporting is completed accurately and on time to support weekly, monthly, quarterly and ad hoc reporting requirements
* Lead by being solutions-oriented and a critical thinker

## Qualifications for information technology project manager

* Experience as a senior project manager or program manager in an IT setting, (5 years)
* Working in an IT setting, (8 years)
* PMP and PgMP certifications are a plus, but not required
* Minimum of five years’ experience as a scrum master in an IT or software development setting
* Experience leading Agile scrum teams on complex, integrated platforms preferred
* Minimum of six years experience as a project manager, with at least three of those years in an IT or software development setting