Downloaded from <https://www.velvetjobs.com/job-descriptions/it-project-leader>

# Example of IT Project Leader Job Description

Our company is hiring for an IT project leader. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT project leader

* Manage a portfolio of projects with strategic enterprise value, realizing on-time & on-cost target outcomes
* Supervise a global matrix team of internal, external & service provider resources to deliver project results
* Institute processes, performance criteria, KPI & governance to deliver repeatable project outcomes
* Prioritize projects based on changing functional needs, resource capacity constraints, risk exposure, and interdependencies
* Monitor value realization metrics to make informed decisions that maximize returns across enterprise projects
* Collaborate with IT & Business Unit (BU) leaders to realize project resourcing strategies that optimize balance of support for project demand, day-to-day operational activities, & skill development
* Engage with cross-functional business leaders to objectively analyze the organization’s ability to absorb change and adopt projects post-deployment
* Communicate status of the project portfolio to all stakeholders
* Develop IT project delivery metrics and lead weekly technical reviews with IT Leadership Team Prepare and manage technology infrastructure integration plans and in more details application integration in our portfolio of corporate application
* Create and maintain the M&A Assimilation Playbook

## Qualifications for IT project leader

* Experience with both ISeries and a Wintel environment is highly desirable
* Experience with migrating ERPs is desirable
* A minimum of 4 years of experience in acting in a project leadership role delivering technology to customers is required
* A demonstrated ability to work under pressure
* A great attitude with customers and the ability to provide leadership and direction to the business unit technology team
* The ability to learn quickly, work autonomously and address issues that arise day-or-night