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# Example of IT Project Management Job Description

Our company is growing rapidly and is looking for an IT project management. 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 IT project management

* Develops project overviews and monitors project schedules within the defined Project Management system
* Promotes industry-recognized, best-in-class PMO and project management standards
* Develop, present and track project milestones and provide status reports for upper management and key stakeholders on a regular basis
* Be fully accountable for the successful completion and delivery of IT solutions into the MTA IT environment
* Select, develop and motivate personnel within a project team
* Maintain project artifacts in PM system and collaboration sites (proposals, charters, financials, change requests, status reports)
* Manages the change management for assigned initiatives
* In partnership with the impacted subdivisions, establishes the strategy, operational communication approach and change management plans
* Consults with organizational experts and crew and reviews/analyzes results and recommends changes as needed
* Works collaboratively with the Program/Transition Managers and all impacted departments across the IT division and coordinates efforts across stakeholder groups to analyze and assess readiness for change

## Qualifications for IT project management

* Familiarity with the core information security and risk management technologies
* Exceptional interpersonal skills that allow for the building of quick and strong relationships across a global environment
* Exceptional communication skills – verbal and written with experience in producing comprehensive technical documentation
* Facilitate Business Process Reviews and document the existing and/or proposed processes and systems
* Plan, present and apply business analysis methods to projects encompassing the entire software development process, including processes such as requirements definition, software design, coding, source code control, code reviews, change management, configuration management, testing, release management, and product integration
* Conceptualize business requirements of the solution being developed, including the ability to identify underlying principles, processes and systems