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# Example of IT Project Management Job Description

Our company is growing rapidly and is looking to fill the role of IT project management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT project management

* Plan and manage coaching engagement meetings as part of the 90-day demand process
* Globally facilitate & deliver relevant PMx training for Supply Chain IT as a PMx certified trainer
* Escalate challenges which may impact progress on PMx adoption and metrics
* Facilitate project reviews and health checks according to the enterprise PMx quality metrics
* Drive PMx adoption as change agents for project delivery excellence
* Collect feedback from PMs to drive maturity and opportunities for improvement
* Participate in the enterprise coaching community of practice as the Supply Chain IT representative
* Lead Group of End to End Project Managers on complex Application and/or Network Infrastructure programs that deliver new features, functionality or products and services
* Develop integrated program plans that take into account multiple project deliverables, and proactively identify critical impediments to meeting project objectives
* Coordinate projects and programs across multiple business groups to ensure timely delivery of objectives

## Qualifications for IT project management

* Lead and perform the full set of requirements related tasks throughout the Project Development Life Cycle
* Plan and lead elicitation of requirements using interviews, workshops, surveys, site visits, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis
* Partner with stakeholders to ensure the development of accurate and appropriate solutions to business needs
* Develop technical documentation such as current and proposed workflows (system and business), user requirements, business analysis documents, training guides, user manuals, operating manuals, and test/implementation plans
* Analyze, develop and maintain high quality technical documentation
* Participate in the evaluation of new products and technologies