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# Example of IT Project Management Job Description

Our innovative and growing company is searching for experienced candidates for the position of IT project management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for IT project management

* Define annual digital program which includes defined digital quarterly release with a balance of business enhancements and technical upgrades
* Lead the Technical Team on development work for production issues, enhancements, upgrades, and system implementations
* Leads and directs complex program or multiple complex projects including determining and allocating resources, managing project issues and risks and project budget
* Collaborate with various departments to support due diligence and risk assessment of vendors
* Develop risk profile to determine level of maturity of the controls vendors have in place
* Ensure the appropriate technology requirements and service level targets are incorporated in the Master Service Agreement
* Interact with personnel in all levels of the organization to further ensure vendor risk is communicated and understood to influence the decision making process
* Communicate IT investments including reporting to the lines of business and coordinating across finance, infrastructure, accounting/control
* Manage project budgets for the department
* Produce an annual resourced projects schedule gathering input from IT Directors on project schedule

## Qualifications for IT project management

* Assist in managing a project’s scope, acceptance, installation and deployment
* Ability to manage complex technology infrastructure projects related to data centers, migrations, server and storage builds, network upgrades
* Proficient in Microsoft Office suite, including Project and Excel
* Good understanding of business and financial planning and financial management processes
* Demonstrates a broad understanding of IT technologies and trends
* Sound business results orientation