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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

* Create a Center of Excellence to develop project management practitioners and the function sharing knowledge and industry best practices
* Lead the portfolio and project management team including delegation of work, manage the workload, annual performance goals and reviews, provide ongoing motivation, coaching, guidance feedback, and mentoring support to the team
* Project Management Institute Business Analysis (PMI-PBA)
* Work to design and deliver DocuSign use cases and integrations into our internal business systems such as Salesforce.com, NetSuite, Box, Google, SharePoint
* Drive our internal success and satisfaction with our deployment of DocuSign by aligning business value with product capabilities, producing exceptional, measurable results
* Initiates and kicks off projects
* When required, plays the roles of Scrum Master and Product Owner as defined in scrum.org standards
* Establish project level scope, schedule and milestones
* Communicates plans to all stakeholders
* Continuous delivery – the successful PM will ensure a continuous value of new functionality delivered

## Qualifications for IT project management

* Good understanding of J&J business and financial planning and financial management processes
* Bachelor’s Degree / Master’s Degree in Computer Science, Management Information Systems, Information Management, Engineering, Computer Information Systems, Business or related field of study
* Ability to work in a globally, matrixed team environment
* Ability to suggest and implement changes
* A Bachelor’s degree is required or equivalent experience in Information Technology required
* Large program management knowledge is required (multi-segment and investment $10MM and up)