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# Example of IT Project Management Job Description

Our growing company is searching for experienced candidates for the position of IT project management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT project management

* Ensuring project requirements and delivery consider the entire enterprise including stakeholder, IT and resource and planning impacts through the effective use of the IT Project Management Methodology
* Maintaining and enhancing the IT PMO processes and standards and the associated project management methodology
* Oversee the direction of cross-functional teams assigned to projects and services
* Collaborate with other department directors, company executives, and key stakeholders, for the coordination and alignment of objectives and functions across multiple functional areas and on corporate-wide workflow and process improvement
* Lead and participate in project management and PMO process and tool improvement
* Release management – the successful candidate will coordinate release dependencies both internal and external
* Ensures customer demonstrations are conducted
* Tracks and reports relevant metrics to all stakeholders and team every Sprint
* Researches, collects, and evaluates data necessary to support projects
* Prepares a variety of reports covering budget, status, forecast and other project related data points

## Qualifications for IT project management

* A minimum of 5 years MS project experience is required
* Knowledge of Agile SCRUM is required
* Strong leadership and coordination skills, with the ability to coach multiple projects of varying sizes is required
* Ability to coach multiple projects of varying sizes and provide instructional based training is required
* Experience working across diverse, indirect enterprise level global teams is highly preferred
* Able to adapt and work across differently personalities of management under duress