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# Example of IT Project Manager Job Description

Our innovative and growing company is looking for an IT project manager. 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 manager

* Lead work efforts with internal customers to analyze current business processes, identify opportunities for improvements through technology and prepare detailed “future state” business process maps and related documentation
* Monitor timeliness and quality of deliverables to ensure compliance with standard processes and methodologies
* Provide daily guidance and education to customers and IT team regarding roles and responsibilities, project expectations, communication protocols and IT financial processes
* Works collaboratively with Product Development and the business to develop, implement, and communicate change execution plans to meet both the business and the corporation's strategic objectives
* Responsible for governing Technology's compliance with the standard change management process
* Manage local projects with varying levels of complexity
* Group, prioritize and optimize those requests
* Function as a team builder for projects managed
* Deliver projects within requested timeframe and budget
* Work with the business to define work strategies and communicate roadmap/planned work to impacted IT parties

## Qualifications for IT project manager

* Excellent business and communication
* Candidates who do not meet the education/certification requirements but have extensive experience in Project Management will be considered
* University degree in Computer Science, Software Engineering, business administration or equivalent academic experience
* PMP or equivalent designation is highly desirable
* 3-5 years of progress experience in project management, particularly in a wireless professional services environment
* Gather, define and refine clients’ requirements and perform thorough analysis identifying major impacts on existing systems