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# Example of Manager, Project / Task Job Description

Our company is growing rapidly and is looking to fill the role of manager, project / task. 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 manager, project / task

* Identifies PPPL staff and other resource requirements
* Collaborates with PPPL stakeholders to select the best available project team and develops and oversees the implementation plan for acquiring the needed resources
* Engages PPPL stakeholders and subject matter experts to identify hazards and potential environmental impacts and coordinates the development of robust plans and controls for their mitigation throughout the project life cycle
* Communicates requirements to members of the project team and holds members of the team accountable for performance
* Oversees all aspects of project execution including safety, risk, scope, cost and schedule
* Identifies project issues and adverse trends and develops/implements timely and effective recovery plan(s) when needed
* Issues timely and accurate project reports and communicates project performance to PPPL and DOE stakeholders
* Engages end-user(s) and PPPL/DOE stakeholders in confirming that project objectives, overall requirements and key performance parameters have been satisfied
* Oversees project closeout including turnover to end user/operations and disposition of documents and records
* Conducts critique and documents lessons learned that can be applied to future PPPL projects

## Qualifications for manager, project / task

* Experience working with Visa outsourcing services
* Proficiency in MS Project and building Integrated Master Schedules (IMS)
* More than 6 years of experience as an IT Task Manager or Project Manager or IT Manager supporting the Department of Defense or Intelligence Community
* Detailed knowledge of software development task management and task management/scheduling software
* PMP or Relevant Information Technology Certification
* 15 years of experience in project management, with 5 years of experience in IT Program Management