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# Example of PMO Program Manager Job Description

Our growing company is hiring for a PMO program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for PMO program manager

* Develops and maintains program plans and communicate program status to management and internal teams
* Drives to keep resources on task and on schedule, manage change, understand technical issues and ensure that they get prioritized, highlighted, addressed and resolved in a timely manner to delivery high quality results
* Identifies and manages technical and schedule dependencies in the project and ensures that they are understood, planned for and executed against, appropriately
* Provides regular updates to all Stakeholders on project status and progress being made
* Develop, implement and govern KPIs reporting for the portfolio of programs, providing visibility to the milestones and performance all projects
* Work with Senior Program Managers to manage all phases of planning and execution of projects assigned to the program the position is responsible for leading
* Acts as a process consultant for the risk organization commensurate to change/project execution methods, business/operational process commensurate to the business unit being supported
* Areas of responsibility include Portfolio Management (including Project Intake process and Program level Change Control), Program level Issue and Risk Management, Dependency Management, Resource Analysis, Timelines and overall Program level status reporting
* The Lead will delegate tasks to and supervise the work of Portfolio/PMO analysts to accomplish these activities
* Lead Portfolio Management – Accountable for ensuring that complete and accurate information is maintained for all projects and opportunities on the PowerMax Roadmap

## Qualifications for PMO program manager

* Travel is required but no more than 25% of the time
* Proficiency in project/program management methodologies and practices required (PMBOK, EVM, ) Knowledge of and competency in project management processes, including planning tasks and allocating resources, risk management, issues management, time management, financial management, team management, working in teams, quality management, monitoring and reporting, documentation and information management
* Proven team leadership experience leading diverse teams of 15+ people including managerial experience
* Issue Management - Maintains a cross-functional project issues list, with appropriate prioritization based on the issue's level of importance
* Resource Plan Management - Develops and manages a cross-functional resource plan for a project
* 5+ years experience as an IT Project Manager PMP certification is a plus