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# Example of Program / Implementation Manager Job Description

Our company is looking to fill the role of program / implementation 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 program / implementation manager

* Primary coordination point for the project workstreams (Real Estate, IT and HR/Change) the employee population moving into the new space
* Coordinates with users and other bank areas (IT&S, SCT, HR) to promote department readiness in areas not being delivered by this program (eg
* Support the on-boarding process for new or additions to new or existing IFM client portfolio
* Prepares and delivers detailed reporting on program implementation progress outlining key dates, deliverables and identifying any at risk tasks/items
* Outline the necessary EH&S programs to insure the client safety and sustainability goals are met
* Compile detailed BMS equipment data required to populate the CMMS solution utilized for facilities management
* Manage third party vendor service selection process to insure consistency with established policies and procedures
* Coordinate set up of Yardi databases
* Participate in client meetings and staff interviews as required
* Establishes program proposal and plan to determine time frame, funding limitations, procedures for accomplishing all implementations, staffing requirements, and allotment of available resources to various phases of the program

## Qualifications for program / implementation manager

* 3-5 years of knowledge and understanding of SDLC methodologies
* 3-5 years of validation and compliance knowledge
* 3-5 years of Project Management tools experience (MS Project, MS SharePoint, MS Excel)
* Interdependency management
* Influencing and leading others without authority
* Experience with customer-focused collaboration