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# Example of Program Manager, IT Job Description

Our innovative and growing company is looking for a program manager, IT. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program manager, IT

* Acts as catalyst to implement change incorporating appropriate change management skills
* Prepares reports, monthly presentations for upper management regarding status of project
* This person will be responsible for components of Application Governance deliverables and guidance across RPSG Tech
* Developing Requests for Proposals (RFP) for external services
* Initiating, planning, executing and closing all program deliverables as committed
* Responsible for full life-cycle of programs from initiation to completion
* Establish, maintain and explain the program methodology, procedures and policies, consistently within the Enterprise PMO rules and guidelines
* Support the vendor selection and management process (scope, plan and milestone definition, operational issues, deliverable & milestone approval, quality control)
* Drive program planning and control from an operational point of view (activity, milestones and resource planning), with a special focus on core activities and global plan consolidation
* Apply relevant project standards to build project management frameworks for all projects within program

## Qualifications for program manager, IT

* At least 5 years of experience working within an applications development environment
* 5 plus years of experience working within the Retirement Services industry
* Bachelor’s degree in an information technology-related discipline preferred
* Proven track record of delivering information technology projects using varied development approaches for internal and externally developed applications and technologies packaged applications
* Process improvement background, Lean preferred
* High attention to detail and ability to work within deadlines