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# Example of Project Delivery Manager Job Description

Our innovative and growing company is hiring for a project delivery 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 project delivery manager

* As a Customer Management Project Delivery Manager your overarching responsibility will be to apply structured Project Management methods within a delivery framework, managing the end to end process and ensuring delivery of your project to time, cost, quality and scope
* Create, manage and maintain a detailed project schedule to monitor and track progress
* Collaborate with the management team to build/communicate/ensure adherence to effective business processes/methodologies that help provide for identification of best practice opportunities, effective resource management, appropriate oversight, effective communication and reporting to business area leaders
* Establishes and builds professional relationships with Clients, other Consultants and Contractors
* Understands and develops Client Project Brief, work breakdown structure, packaging of delivery and programming of works
* Effectively manages Client expectations
* Responsible for all Contract activities and commercial performance to meet project goals & objectives
* Responsible for managing Safety and Quality performance of projects
* Owns Change Management and Risk Management on the project
* Ownership of invoicing and support collections minimizing DSO and working towards meeting profit, contingency and cashflow targets for the project

## Qualifications for project delivery manager

* Knowledgeof resource and project planning tools such as CA Technologies Clarity Projectand Portfolio Management and Microsoft Project
* Experience in driving processes and implementation improvements in sizeable environments
* Able to facilitate team meetings and decision-making activities
* Demonstrated ability to facilitate the architecting of solutions by mapping common customer business problems to reusable end-to-end technology solutions
* At least 4 years of experience in software delivery
* Master's Degree in Business Management, or Master's Degree in Process Management, or Master's Degree in Risk Management, or Master's Degree in Communications, or Master's Degree in Computer Science or Master's Degree in Information Systems