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# Example of Project Management Office Job Description

Our company is hiring for a project management office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management office

* Top level management of the ITIL (IT infrastructure library) and ITSM (IT service management) which are a set of standard processes that align IT execution to the needs of the business
* Accountable for ensuring the design and implementation of EPMO processes and procedures
* Schedule Management Support - Planning and Roadmap support Create and Baseline program plan (MS Project) with dependencies Maintain program plan and track all deviations from baseline Planning scenario analysis Provide work-planning guidelines and templates Create and maintain program roadmap with key milestones
* Communications (townhalls, newsletters)
* Management support (presentations, ad-hoc queries, regional updates)
* Annual planning (book of work definition, budget, resource planning)
* Americas portfolio management (status reporting, financial reporting, RAID)
* Facilitate requirements prioritization
* Create and maintain requirements traceability
* Facilitate communication with Project Managers, business and IT teams on milestones and deliverables

## Qualifications for project management office

* Monitors and analyzes the impact to the existing GIS portfolio when new projects surface
* Background in IT Management
* Strategic business focus and understanding
* Proven ability to influence, partner and work collaboratively with customers at all levels
* Long-term focus and ability to make recommendations/decisions regarding difficult complex strategic decisions
* General knowledge of SQL, WordPress, Drupal, iOS and Android frameworks, XML, RSS, JSON, and Manual and Automated Testing