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# Example of Project Manager / Scrum Master Job Description

Our innovative and growing company is hiring for a project manager / scrum master. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project manager / scrum master

* Oversee Scrum processes, coach the organization, lead us into a better Agile methodology
* Lead daily scrum, sprint review and sprint planning meetings
* Manage interdependencies between Agile teams
* Work with product owners on short and long-term release planning
* Establish and communicate the schedule for Iterations and Program Increments (PI)
* Facilitate PI Planning readiness via fostering the preparation of Vision and Backlogs, and via Pre- and Post-PI Planning meetings
* Facilitate PI planning
* Facilitate Team PI Objectives with Program PI Objectives and publish them for visibility and transparency
* Assist with execution and Feature/Capability completion tracking and collect metrics
* Facilitate periodic synchronization meetings, including the Release Train sync at the Program Level

## Qualifications for project manager / scrum master

* Over five years of IT Project Management and/or Scrum Master experience
* Over three years of working hands-on with System Development Life Cycle
* Over one year of data gathering/analysis/reporting of project lifecycle deliverables
* Support, shepherd and mentor the team as it organizes and works together
* Steward the team’s use of Scrum, making sure they pragmatically follow the theory, practices and rules, helping them to perform at their highest level
* Help resolve impediments keeping the team from performing, especially those arising outside the team, using informal and formal channels of communication