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# Example of Readiness Manager Job Description

Our company is looking to fill the role of readiness manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for readiness manager

* Will be responsible for driving post-launch effectiveness tracking
* Ensure projects are identified for release, appropriately prioritized, and follow key Project Life Cycle milestones
* Coordinate with IT Release Management and Testing throughout the release process (scope lock, change controls, code entry, UAT, deployment, and post-deployment including any defects and resolution)
* Partner with Branch and Mortgage Operations lines of business and Technology
* Create Business Procedure, Training, and Communication strategy
* Develop operational readiness playbook, system availability matrices, and facilitate Go/No Go meetings after testing
* Coordinate internal and external communications including employee, cross-line of business and branches, customer, vendor, contractor, and others as required
* Support release deployment and command center shifts
* Communicate release health, changes and impacts to sponsors and business partners
* Proactively identify obstacles and collaborate with team to uncover mitigations

## Qualifications for readiness manager

* Experience in financial services or banking sector
* Financial Management Program (FMP) grad or Corporate Audit Staff (CAS) graduate
* European language skills preferred
* 5+ years of related work experience in communications, content management and project management
* Strong interpersonal skills – ability to interact with a variety of individuals from all lines of business
* Proficient PC skills (Excel, Word, Power Point, SharePoint)