Downloaded from <https://www.velvetjobs.com/job-descriptions/software-project-manager>

# Example of Software Project Manager Job Description

Our innovative and growing company is hiring for a software project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for software project manager

* Represent project activities during audits, both internal and external (FDA, ISO)
* Provide oversight for development and completeness of project requirements (user needs and use cases, design inputs)
* Lead cross-functional project team exercises (possibly including Design or Readiness Review, FMEA, Risk Analysis, Toll Gate Review)
* Develop or personally manage development of certain cross functional project deliverables (possibly including CE Technical File, Design History File, Device Master Record, Lessons Learned, Project Contract Book, Risk Management File, Tollgate Checklists, Traceability Matrix, Usability Engineering File)
* Lead root cause / countermeasure exercises
* Lead execution of engineering change orders related to project
* Planning, leading and monitoring project work, primarily the delivery of quality software and associated technical services
* Developing technical/financial proposals for work packages
* Financial management of projects, handling budgets, monitoring costs
* Working with other project managers to coordinate pooled resources

## Qualifications for software project manager

* High sense of urgency and is perceived as a strong, respected, fair leader, with emphasis on developing the strength of the team
* Organized/Strong time and project management skills
* Bachelor’s degree in Engineering or other technical field, Software Engineering preferred
* 5+ years in Program/Project Management of New Product Development
* Agile Project Management or scrum master experience a must
* Self-starting, to ensure the assignments are fully defined and set-up