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

# Example of Software Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of software project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for software project manager

* Able to run 2-3 small and medium sized projects independently
* Able to anticipate, identify and mitigate some medium-level project risks, clarify expectations, resolve issues/conflict, and prioritize stakeholder feedback
* Works with Engineering teams to define project scope, objectives, project plans, milestones, release schedules, and measures of success
* Provide leadership, direction and integrate activities with other departments to ensure successful implementation and support
* Facilitates project meetings, Scrum ceremony meetings, and project post mortems
* Generate project reports to track progress, provide project team transparency, while maintaining a clear understanding of project health, and using appropriate project metrics (Agile, Kanban, Waterfall) to collect, analyze and discuss with the leadership team
* Tracking schedules on concurrent projects
* Project reporting including risk identification and mitigation
* Assist management with man power loading for multiple projects
* Drive Beta trials with external customers and partners

## Qualifications for software project manager

* Willingness to travel as required by job demands (approximately 10% of the time)
* 5-7years min of relevant Project Management Experience and knowledge and experience in multi project team management
* Experience in a product environment
* Knowledge of agile methods with a strong requirements definition emphasis
* Knowledge of Standard Project manager tools sets (Visio, Word, Excel, MS project)
* Candidate must possess strong ability to manage conflicting priorities and have a positive calming presence in dealing with multiple stakeholders who may or may not share the same perspectives