



# Example of Agile Project Manager Job Description

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Our company is growing rapidly and is looking for an agile project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for agile project manager

- Adopt Agile or waterfall practices to support successful delivery - , define project and sprint plans, support user story creation and acceptance criteria definition, manage a scrum/Kanban board, produce status reports and/or sprint summaries, maintain a RAID log and/or actively manage blockers, facilitate sprint planning / daily stand ups / retrospectives / show and tells, plan and facilitate User Acceptance Testing
- Ideally, you will have experience being on multiple Scrum teams in a variety of different contexts (different team sizes, different organisations, different cultures, co-located vs
- Project lifecycle management - assist with planning, requirement elicitation, sizing, estimation to implementation
- Development stream lifecycle -sizing and estimation, scheduling, grooming, bi-weekly show and tell, closure
- Record progress in Rally - Track progress, identify outliers, Rally Clean up
- Co-ordinate software release roll out
- Track portfolio of projects and prepare summary reports
- Project reporting - should be able to make various types of reports, based on level of stakeholder and need compare to original plan, current status, reasons of delay, how to turnaround
- Assist Agile adoption leaders with transformation strategy leveraging Agile CoE materials, including creating new ACoE standard materials as needed, updating status reports, playbooks, training materials
- Understand the general principles of Agile as outlined in the Scaled Agile Framework (SAFE) and be fully aligned to those principles

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- Extensive experience of project management with knowledge of methodologies such as PRINCE2 or PMP
  - Communicating with the Steering Committee
  - Overseeing the project
  - Solid understanding of software development life cycle models proficient knowledge of both Agile and traditional project management principles and practices and the ability to blend them together in the right proportions to fit a project and business environment
  - Experienced in successful software project delivery Has great facilitation and communication skills
  - Experienced in facilitating workshops with business stakeholders and development teams to improve understanding and performance Release Planning, Retrospectives Has developed a truly effective and collaborative team culture