Example of Application Project Manager Job Description

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Our growing company is looking to fill the role of application project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for application project manager

- Manage and lead cross-functional team engagement, requests and service delivery schedules of content, operations and learning platforms
- Coordination of Agent Desktop Application releases
- Releases are scheduled monthly throughout 2017 to complete integration work, new department servicing and enterprise needs
- Agent Desktop Application PM will support coordination of status checkpoints, BRD completion, QA completion and UAT completion
- Agent Desktop Application PM will also work with Operational units to ensure readiness activities and tracked and complete
- The Navigator PM will also work with the Sr Analysts on new project intake, attending project meetings to ensure we have a accurate picture and understanding of the full pipeline of work
- They will also coordinate all delivery and documents with IT Development
- Guides implementation of systems by creating and communicating well-written documentation and presentations
- Assures quality of business systems by developing and executing test specifications, and implementing test and quality plans
- Defines, tracks and communicates key project metrics and milestones, includes facilitation of project and design reviews and participation in executive reviews

- Experience in estimating IT projects and proposal / Tender preparation
- Strong Vendor and Client Management skills coupled with strong commercial experience of IT contracts
- Awareness of the industry direction, competitors, market rates and trends
- Project Management Accreditation and tertiary qualification preferred
- Strong interpersonal, analytical and project management skills with ability to work on multiple priorities, tight timelines, collaborate across teams, manage temporary project development resources, and working with external development and support partners
- Managing large Contracts & Pricing program by effectively planning, designing, monitoring the program’s progress, developing and delivering the solution, resolving issues, managing communications with all stakeholders, ensuring program’s integrity, managing risk, dependencies, and contributions, sustaining a high-performing team and focusing on program's coherence with infrastructure planning, interfaces with other programs and corporate technical and compliance standards