



# Example of CIB-Project Manager Job Description

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Our company is looking to fill the role of cib-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 cib-project manager

- Coordination with London and Chicago team to ensure transparency across overlapping projects and effective resource planning
  - Develop Project Management tools, such as project plans and action logs for each deal incorporating the methodology used within the Project Management Team
  - Highly competent analytical and requirements gathering skills
  - Elicit business requirements using client interviews, document analysis, requirements workshops, surveys, site visits, business process models, use cases, scenarios, data flows, and task and workflow analysis
  - Distinguish client requests from the underlying true needs
  - Decompose high-level information into detail and abstract up from low-level information to a general understanding
  - Construct current and target state business process maps, identifying gaps/differences & impacts
  - Contribute a business or process perspective during design reviews and collaborate with systems analysts and stakeholders in the development and validation of Use Cases and User Interface design
  - Understand application and system functions and how they support business processes
  - Execute against process improvement opportunities – determine appropriate success measures to track execution
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- Ensuring that the project follows the firm's standard processes from initiation to closure
- A recognised project delivery methodology
- Delivering tactical and strategic Custody Cash programmes and projects through the full project life cycle
- JPM Project Delivery Framework (PDF)
- Knowledge of Derivatives and Fund Accounting required
- An energetic work style