



Example of IT Project Group Manager Job Description

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Our company is hiring for an IT project group manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for IT project group manager

- Budgetary control up to £2m p.a
- Management of 3rd Part Suppliers & resources
- Collaboration with internal Architecture, Service Delivery, Testing, and equivalent teams
- Maintain effective financial and Project progress forecasting and reporting as appropriate
- Ensure that an appropriate change control procedure is in place, and actively used to assess the effect of changes to the Projects on costs, timescale, and/or resource needs and report these to Programme management and Project Stakeholders
- Ensure that Projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are captured and any appropriate action taken
- Evaluate and make recommendations/decisions on technical options as appropriate, actively contributing to the organisation's technical strategies
- Define and make recommendations on the Project Management Framework for projects, including creation and composition of the Steering group or Project Board, & identification of Project sponsor and Stakeholders
- Implement communications strategies, including, collection and appropriate distribution of relevant information, appropriate handling of complaints, problems and issues, managing resolutions and implementing corrective actions and documenting of lessons learned
- Work within a defined Organisation governance framework, which may be under the oversight and/or direction of a Project/Programme Management

Qualifications for IT project group manager

- Regulatory submission knowledge and/or experience (preferred)
- IT clinical management processes and procedures
- 7 years of experience in direct project management
- 3 or more years of supervisory experience of a team of 3 or more
- BS in Computer Sciences/ Information Systems/related major or at least 5 years experience in Information Technology
- Coordinate project activities across multiple development, product management, user experience and QA teams in a matrix organisation