



Example of IT Project Group Manager Job Description

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Our growing company is hiring for an IT project group manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for IT project group manager

- Oversee multiple concurrent complex projects using Agile methodology
- Drive establishment of, and enforce, team ground rules and cultural norms
- Enable collaboration across all roles and functions
- Ensure the team is fully functional and productive
- Encourage the team to be self-organizing and self-managing
- Protect the team by identifying and removing or escalating any distractions, impediments or roadblocks
- Review action items / next steps and hold the team accountable for follow through
- Stay focused on delivery and quality by encouraging teamwork, transparency and collaboration, minimizing silos and blind hand-offs
- Manage budget estimates, actual cost and remaining work forecast/cost evaluations, applicable to the project(s), with the ability to speak to the details and escalate any risks with the project sponsor and stakeholders
- Develop and manage detailed release plans, including all dependencies, resource constraints, associated timelines, gate checks, reviews and reporting

Qualifications for IT project group manager

- Manage vendor relationship and deliverables
- Evaluate and recommend purchases of software packages, hardware and service vendors where appropriate
- Plan for and oversee preparation of documentation of each project phase

- Tertiary education required
- 5-10 years in project management in IT in financial institution delivering projects exceeding S\$2 mil
- Ability to resolve complex problems creatively