



# Example of Program Development Manager Job Description

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Our innovative and growing company is looking to fill the role of program development manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program development manager

- Lead the project team through typical Phase Gate delivery process (planning, execution, validation, delivery)
- Coordinate & ensure compliance with change control procedures
- Coordinate readiness & delivery of intermediate and final production systems to internal groups and external customers
- Identifies and estimates resource requirements to achieve project objectives
- Anticipates and manages variances with risks
- Set up clear channel of communication between collaborating engineering teams
- Manage project artifacts with high level of quality and visibility
- Provide periodic updates on project status and progress to executive leadership
- Run scrum/agile planning sessions for collaborating engineering teams
- Identify and escalate risks, challenges as needed

## Qualifications for program development manager

- Experience with multiple SDLCs and industry best practices
- Knowledge of computer science industry and distance learning technologies
- The successful candidate will have exposure to Functional Councils and requires excellent communication and organization skills

- Looking across a portfolio of projects to identify overlapping milestones, tasks, risks, stakeholders
- Experience and capability in working with data and analytics