



Example of Project Integrator Job Description

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Our company is hiring for a project integrator. 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 project integrator

- Coordinate schedules and installation of System's and ISP Active equipment when the effort is required
 - Work with, coordinate, and support the Submittal Review Team to ensure contractor submittals comply, and do not conflict, with C4I directives
 - Ensure PMIS project data (C4I Action Register) is accurate and updated as needed to include the Construction modules on DTTs
 - Conduct weekly PI/QAR meetings to share all information on project status and issues
 - Follow and track change requests on their projects through final inspection of the CR work effort
 - Review, comment, and ensure accuracy on all new designs as required under the program
 - Share info with other PIs and QARs at the PI/QAR meeting
 - Ensure strict compliance with special military type Tempest, COMSEC, OPSEC, Open Storage, and other security requirements related to the operations and protection of the C4I Infrastructure
 - Coordinate and track all office personnel travel / whereabouts – track location, dates, job, cable concurrences / shipments prior to travel, receipt, surveys, trip reports, follow-up
 - Ensuring that contract team members enter and update their assigned task in the Customer project tracking database
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- Experience managing the full project lifecycle for software/network projects using Project Management Principles
- Demonstrate increasing responsibilities in software engineering activities
- Bachelor's degree in Engineering, IT or other closely related field or equivalent
- Provide the Customer with regular status reports for each task
- Track all office personnel certifications, training and credentials (passports, CAC cards, visas and other documentation required for travel)
- Record all office personnel contact info and keep current records (monthly updates) for accuracy