

Job Category – Project Management (ICT)

Competency Level – Specialist

General Job Descriptions:

1. Explain implications of any change to IT project scope and / or objectives to the client and project team.
2. Lead the project team to achieve proper progress while prioritizing the stages in the work plan.
3. Oversee project documentation.
4. Manage the project with the client stakeholders, team members and contract personnel for solutions within the project constraints.
5. Establish with the Project Director and maintain a workable schedule for all phases of the project.
6. Track and report on team hours and expenses on a periodic basis.
7. Manage the project budget.
8. Communicate progress, risks, expectations, time lines, milestones and other key project metrics to clients and team members.
9. Define skill sets (competencies) required for the project based on project specifications and requirements.
10. Determine resource requirements for the completion of project.
11. Manage clients' interaction and relationship.
12. Communicate with clients to identify needs and evaluate alternative business solutions.
13. Ensure project meets internal and client expectations with respect to quality, budget, delivery schedules and requirements.
14. Escalate issues and ensure timely resolution with responsibility.
15. Take charge of project closures and reviews lessons learned.

Suggested Title:

IT Project Manager

Relevant titles in the industry :

- IT Project Coordinator
- IT Project Engineer