

## **Job Category – Project Management (ICT)**

### **Competency Level – Master**

#### General Job Descriptions:

1. Plan, direct and coordinate activities of designated IT project to ensure that goals or objectives of project are achieved within prescribed time frame and budget.
2. Review project proposal or plan to determine time frame, budget, procedures, staffing requirements and allocation of resources to various phases of project.
3. Establish work plan and staffing for each project phase and arranges for necessary staff recruitment.
4. Confer with project staff to conform to work plan and to assign responsibilities and authorities.
5. Direct and coordinate activities of project personnel to ensure project in proper progress.
6. Review project progress reports prepared by project personnel and modify schedules or plans as necessary. Prepare reports for management, clients and other related parties.
7. Provide technical advice to project team and resolve problems together with the team.
8. Take overall responsibility for quality management of major projects or programmes.
9. Oversee budget and ensure financial accountability.
10. Supervise project delivery to meet clients' needs.
11. Train staff to achieve effectiveness of project development, implementation and reviews.
12. Network with relevant bodies for future project development.
13. Take responsibility for project control and quality assurance.
14. Help to resolve cross-organizational issues and eliminate roadblocks to drive timely completion of projects.

#### Suggested Title:

IT Project Director

#### Relevant titles in the industry :

- Vice-President, IT Projects
- Chief IT Project Manager
- Chief IT Project Engineer