



Project Manager

Plans, directs, and coordinates activities of technology projects to ensure that project goals are accomplished by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

- Consults with management and reviews project proposals to determine goals, time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of resources.
- Develops project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources.
- Formulates and defines technical scope and objectives of project.
- Identifies and schedules project deliverables, milestones, and required tasks.
- Coordinates recruitment or assignment of project personnel.
- Assigns duties, responsibilities, and scope of authority to project personnel.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within budget.
- Establishes standards and procedures for project reporting and documentation.
- Reviews status reports prepared by project personnel and modifies schedules and plans as required.
- Prepares project status reports and keeps management, clients, and others informed of project status and related issues.
- Confers with project personnel to provide technical advice and resolve problems.
- Coordinates and responds to requests for changes from original specifications.
- Monitors project results against technical specifications.
- Develops and maintains technical and project documentation.
- Develops quality assurance test plans.
- Directs quality assurance testing.