

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Project Management
Business Title:	Project Manager I
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Project Manager I manages the entire lifecycle of a small project or phases of a larger project which include developing a project plan, coordinating the activities of a project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of project.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

### Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams.
- Follows project management methods, procedures and quality objectives, and tracks metrics for assessing progress.
- Provides work direction and leadership to assigned project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which may inhibit project success.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Conducts formal review with business sponsor at project completion to confirm acceptance and satisfaction.
- Identifies and recommends potential improvements in current methodologies.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### **Consequence of Error/Judgment:**

### **Supervision Received:**

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency:**

<b>Core Competencies:</b>
<p><u>Collaboration (Intermediate – I):</u> Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.</p>
<p><u>Communicating for Results (Intermediate – I):</u> Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.</p>

**Problem Solving (Basic – B):**

Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required.

**Role Based Competencies:**

**Accountability (Intermediate – I):**

Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

**Analytical Thinking (Intermediate – I):**

Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

**Business Enterprise Knowledge (Basic – B):**

Keeps informed on business operations data. Gains consensus for suggestions from supervisors and project teams. Implements solutions for technological improvements that align with day-to-day business needs. Provides a business-based rationale for determining the necessity of incremental technological improvements and communicates viewpoint using the customers' own terminology.