Senior IT Project Manager

DEFINITION

Work at this level involves all aspects of direct project management for major information technology projects of a complex nature involving several systems crossing numerous products/services with multiple dependencies; projects also regularly include new and emerging technology to the industry. Work entails the concurrent coordination and leadership of IT projects of all sizes and complexities, predominately large projects or medium size, high risk projects, with high strategic value to the organization. Work requires deep expertise in project management disciplines/protocols and standards. Projects managed by this classification will generally have moderate to large size project teams (10 or more members), and have anticipated durations of greater than one year. Project deliverables result in a fundamental shift in business/technical processes and their application within the organization and/or business area. Clients and contacts regularly include senior management (internal and external to IT), other business stakeholders and external consultants. This level is distinguished from that of the IT Project Manager by the comprehensive stakeholder relationships, as well as the size, scope, duration, risk and complexity of the projects.

The nature of the work allows considerable independence of action and judgment in determining project requirements and directing the work of consultants, contractors or internal technical or administrative staff in accordance with project parameters. The position is responsible for the work of others while working on their projects, and has authority to assign work, monitor the achievement of goals to ensure quality standards are met, coach for performance, and resolve conflicts between team members.

The primary function of positions in this classification is the direct management of IT projects. Positions which provide project leadership as a portion of their role will not belong to this classification.

TYPICAL DUTIES *

Plan and direct all aspects of complex technology projects including planning, scheduling, resourcing, risk assessment, cost/benefit analyses, change management, establishing milestones/final deliverables and overall costs.

Develop and foster relationships with key business stakeholders and work in partnership with IT teams that support systems development and implementation. Lead stakeholder consultation process throughout the lifecycle of the project(s). Resolve and negotiate stakeholder conflict with diplomacy, to achieve results.

Determine business needs and requirements, negotiate project deliverables/schedules/costing for services from other departments within the IT function and across the entire organization.

Develop and implement program and project plans (including change management and communication plans), in conjunction with clients, management, stakeholders and/or external consultants.

Track, monitor, and communicate project progress against the project plan, requirements, quality measures, standards, processes, and milestones. Ensure business requirements are being met and the current project plan reflects changes to scope, costs, etc.
Resolve issues proactively to reduce/eliminate impact on stakeholders. Prepare progress reports

and escalate project concerns to project governance.

Prepare, manage and oversee project schedules and budgets. Develop and evaluate options including time management for the project and allocated resources, as well as cost and risk assessments for project governance consideration and approval.

Provide formalized, continuing work direction and leadership to assigned team(s). Define resource requirements and assist in selection of resources. Set performance expectations and monitor performance of resources. Provide feedback, coaching and mentorship to less experienced project managers and project team resources (internal technical or administrative staff, including consultants and contractors). Resolve team conflicts between project staff.

KNOWLEDGE, ABILITIES AND SKILLS

Advanced expertise in project management methodologies and techniques, including strong competencies in project planning, budget and time management, scope management, risk management, and change management.

Excellent communication and interpersonal skills to resolve interpersonal conflict, negotiate with stakeholders, and effectively interact and maintain working relationships with all levels of the organization including senior management and external stakeholders.

Excellent written and presentation skills to present program, and project plans to management and stakeholders.

Strong organizational skills, including the ability to plan, prioritize, schedule and execute multiple and diverse activities in order to achieve deliverables on time, and on budget. Ability to prioritize and delegate work appropriately as well as deal with changing priorities.

Ability to provide guidance and direction to less experienced staff.

Expert knowledge of Microsoft Project, as well as other office productivity tools (eg. Word, Excel and PowerPoint, etc).

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Degree in a related discipline, and 8 years experience in a Project Management role in an Information Technology environment with an emphasis on complex technology projects or Post-secondary diploma in a related discipline, and 9 years experience in a Project Management role in an Information Technology environment with an emphasis on complex technology projects.

- Project Management Professional (PMP) Designation is required.

*   *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	21M	21A	21B	21C
Job Code				
Grade	038		038	

Originated:	2012
Last Updated:	
Previous Updates:	