

# **IT PROJECT MANAGER**



## **DESCRIPTION:**

The purpose of the position is to manage and execute the delivery of Vadim Software projects and is responsible for all phases of the software development lifecycle within the agile development framework.

The project manager will work with the management and development teams to scope and define the project at the pre-approval stage, manage resourcing and task completion during the project execution, and deliver the completion of the project, including post-launch planning and deployment for all stakeholders.

This role reports to the Director of Technology and is a member of the Core Leadership Team that governs the policies, activities and accomplishments of the R&D department.

## **RESPONSIBILITIES:**

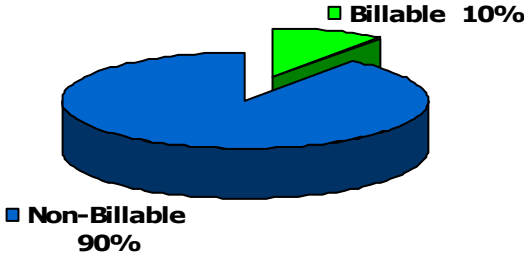
The individual shall:

- Be responsible for all aspects of our development projects including: Initiating, Planning, Executing, Controlling, Monitoring, and Closing.
- Maintain control over timelines and budget
- Responsible for development projects meeting QA standards
- Deliver quality solutions that consistently meet client expectations for functionality and timeliness.
- Provide guidance to the project team, ensuring project deliverables and schedules are met.
- Ensure the project adheres to all phases of the project and development lifecycle as defined by the core project team.
- Contribute to the completion of appropriate project tasks.

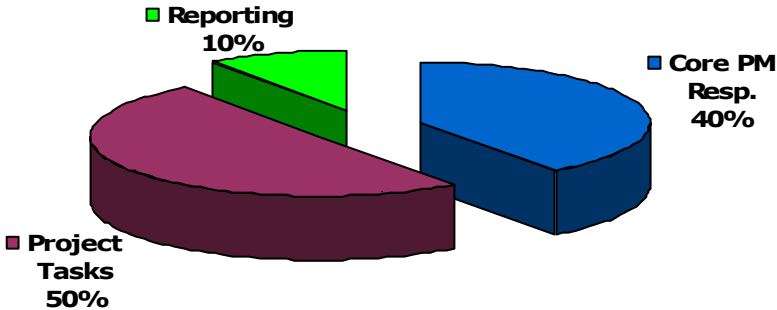
## **SKILLS AND EXPERIENCE:**

- 8+ years of relevant experience in the delivery of software solutions
- Skilled project manager with 5+ years experience (PMP certification is desirable)
- Prior experience working through the full project life cycle with standardized methodologies
- Excellent communication skills, with the ability to gather comprehensive requirements and to facilitate consensus
- Demonstrated ability of providing leadership and expertise to project staff
- Demonstrated skills and ability in scheduling, budgeting, planning, problem solving and resource management
- Strong attention to detail – on resourcing, financial position, milestone achievement, etc
- Ability to work independently, i.e. perform tasks and duties subject only to limited review of work
- A Bachelors degree in Computer Science, MIS or related field is preferred
- Experience coordinating multiple business functions (Sales, Marketing, Finance, etc.)
- Proven track-record of consistently delivering results

**Distribution of Time:**



**Distribution of Workload:**



<b>Core Project Management Responsibilities</b>	<b>40%</b>
<ul style="list-style-type: none"> <li>▪ Maintain control over timelines and budget</li> <li>▪ Resource scheduling</li> <li>▪ Track progress, including project team time and activities</li> <li>▪ Managing resource utilization and task completion</li> <li>▪ Prioritization of work and task conflict resolution</li> <li>▪ Understand and document requirements.</li> <li>▪ Managing and organizing customer JAD sessions with Business Analysts</li> <li>▪ Manage offsite developers/contractors (timelines, deliverables, QA and costs)</li> </ul>	
<b>Project Tasks</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>▪ Define clear goals and achievable, objective deliverables</li> <li>▪ Document a realistic plan.</li> <li>▪ Own the planning process</li> <li>▪ Communicate early and often</li> <li>▪ Create audit trail for status history, notes history and notifications</li> <li>▪ Manage deliverables</li> <li>▪ Assess/monitor risks</li> <li>▪ QA - ensure product are designed and produced to meet or exceed customer requirements.</li> </ul>	
<b>Reporting</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>▪ Weekly project status updates to key stakeholders</li> <li>▪ Weekly project summary to internal staff</li> <li>▪ Provide monthly project updates to existing customer base</li> </ul>	
<b>Total</b>	<b>100%</b>