

# IT PROJECT MANAGER

## MAJOR GOAL/OBJECTIVES:

To guide a systems development team to successfully develop or improve overall technical capability of computer based systems and processes.

## POSITION RESPONSIBILITIES:

- Guides a systems development team in the overall technical design, development and implementation of computer based systems.
- Produces workflow analyses, requirements statements, object oriented analysis, and data and process models.
- Supervises the writing of procedures and documentation necessary for successful implementation of the system.
- Takes responsibility for project plans, schedules, and task assignment, tracking progress and communication with user group representatives.
- Oversees the testing strategies and usability studies to ensure compliance with design objectives. Employs prototypes and other tools in individual user tests throughout design and feeds results back into development. Has a well-managed project

## POSITION EDUCATION AND EXPERIENCE:

- Bachelor's degree in Computer Science or an equivalent combination of education and experience.
- Experience as a project leader in a technical environment is a help.
- Competencies in MS Office applications and /or Open Office.