Project Manager
Job Description

Experience:
Minimum 8 years in Project Management within the public sector.

Education:
- Bachelor's degree in Information Technology, Information Systems, or related field.
- Project Management Professional (PMP) certification required.

Core Responsibilities:
- Plan and manage IT projects, including implementation, upgrades, and system integrations.
- Define project scope, objectives, and stakeholder expectations.
- Develop and maintain project management plans and work breakdown structures (WBS).
- Assign and monitor team tasks, ensuring alignment with schedules and budgets.
- Identify and mitigate risks proactively using risk management plans and registries.
- Oversee project documentation, ensuring compliance with state SDLC and governance standards.
- Manage change control processes, issue resolution, and project deliverables.
- Conduct lessons learned sessions and produce monthly status reports.
- Facilitate organizational change management to ensure project adoption and benefits realization.
- Develop procurement documentation and coordinate procurement processes.

Skills:
- Proficiency in MS Project and project tracking systems.
- Strong risk management, documentation, and communication abilities.
- Expertise in managing stakeholder expectations and team workload conflicts.

Outcome Goals:
- Deliver IT projects on time, within scope, and on budget while achieving desired outcomes.
- Ensure all project artifacts and deliverables meet quality standards and stakeholder requirements.