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| Job Title: | Project Mgr 3/Network Radio | Req No./Job Code: | 487190 |
| Department/Group: | PA Turnpike Commission | Rate/Hr: | 66.86 |
| Start Date: | 01/30/2017 | End Date: | 05/31/2017 |
| Submission Deadline: | 01/10/2017 |  |  |

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| Special Notes: (if applicable) |  |

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| Job Description |
| Role Description:Project Manager 3 – 6 to 7 years Relevant Experience• Direct, administer, manage and facilitate an enhancement, business process re-engineering or development of a high priority, high profile, and commonwealth enterprise – wide information technology project of strategic importance.• Accountable for activities with excess delivery cycles of 8 to 12 months.• Accountable for project coordination with multiple agencies.• Conduct reviews with agencies.• Report status and recommendations to senior leadership as needed.• Make decisions with in the designated authority as defined in the project Charter to minimize project risk supported by sound analysis and project management best practices.• Mentor less experienced project management project staff to build overall understanding of project management when needed.• Manage, coordinate, and establish priorities for complete life-cycle of projects including the planning, design, programming, testing, and implementation of business solutions designed to meet requirements of various departments in the commonwealth.• Design project plans, which identify needs and define major tasks and milestones, based on scope, resources, budget, and personnel.• Coordinate project schedules across multiple agencies.• Accountable for the approval and sign-off of the Project Management Plan with customer representatives, and all affected project stakeholders.• Accountable for management of the project’s scope for the project and gaining agreement and approval of scope changes with customer representatives and affected stakeholders.• Direct work planning and scheduling work.• Accountable for peer reviews with the appropriate project team resources.• Coordinate and present proposals to agencies as necessary.• Identify and manage project risk, and develop risk mitigation strategies, and track to closure.• Coordinate the establishment of project standards and project specific procedures with team leads.• Responsible for project compliance with standards and procedures.• Develop and facilitate achievement of project service commitments.• Ensure that tasks provide value and support the strategic direction of the project and meet service commitments.• Balance workload with project members’ capacity.• Plan project specific training and orientation needs.• Responsible for the development of estimates for the enhancement, business process re-engineering or development effort in planning, analysis, design, construction, testing, and implementation.• Works with team leads to adjust and revise project estimates when necessary.• Ensure new project estimates are approved by the client and agreed upon.• Develop the detailed Project Management Plan for the enhancement, business process re-engineering or development effort.• Accountable for delivery of all work tasks identified in the Project Management Plan.• Manage, and track the project progress against the project schedule.• Develop work planning and scheduling work.• Monitor project milestones and phases and take corrective action as needed to ensure the project is on schedule.• Monitor and track the project budget and advise necessary stakeholders.• Plan, organize, prioritize, and manage multiple work efforts across the project team.• Notify team leads of project timelines, milestones, phases, work requests target dates, and approved executable work packages.• Accountable to schedule or monitor status reviews, project management inspections, and software quality assurance work product and process reviews with the appropriate stakeholders.• Responsible for the capture and reporting of required project management metrics.• Analyze and distribute reports on project metrics associated with work items related to improvement measures.• Ensure all changes to scope follow processes outlined in the Change Management Plan and are documented.• Prepare status reports on a periodic basis for the project team, team leads, group leads, Sponsor, and appropriate stakeholders.• Responsible to tailor and baseline all project templates.• Ensure processes and activities are followed.• Communicate and work with users and client as necessary.• Anticipate issues and proactively address them. Identify and track issues.• Build and maintain relationships with key stakeholders and customer representatives.• Serve as the primary point of contact for all project-related issues and resolution of issues.• Communicate effectively with customers and software / hardware suppliers supporting the commonwealth as appropriate.• Communicate to team members how their work assignments relate to and help achieve project objectives.• Accountable for the final project management evaluation review with stakeholders. |

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| **Required Skills:** | |
| Experience with formal project management methodology | 6 years |
| Network communications | 5 Years |
| Radio systems knowledge | Required |
| 4 year college degree or equivalent technical study | Highly Desired |