Treinen Information Technology Project Manager
Required Qualifications, Experience and Skills

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Overview

We are seeking Project Managers to join our team. We are open to the location of the successful candidates as we look to build a national government consulting practice. The Information Technology (IT) Project Manager (PM) is responsible for the direction, coordination, implementation, execution, control and completion of a project, while remaining aligned with the strategy, commitments and goals of the organization.

The IT PM is the bridge between upper management and the teams tasked with the actual execution of the project. They make sure the scope of the project is sound, reporting regularly on the progress of the project and that it is staying on the approved schedule.

The IT PM must possess knowledge of the larger landscape without neglecting granular details while tracking project health, staying alert for risks and resolving issues as they arise. They maintain standards and monitor scope with project quality.

An IT PM must face many challenging situations to successfully accomplish a project. The role of an IT PM includes many "invisible" activities like building up team morale or conducting highly visible customer presentations. These activities require that they possess soft skills necessary for success.

Responsibilities

- Plan and implement projects.
- Help define project scope, goals and deliverables.
- Align project objectives with company goals.
- Define tasks and required resources.
- Estimate time and financial commitment.
- Organize and manage the project team.
- Ensure project team clarity on objectives.
- Manage the project budget.
- Allocate project resources.
- Create schedule and project timeline.
- Track deliverables.
- Support and direct the project team.
- Lead quality assurance.
- Monitor and report on project progress.
- Manage risks and issues.
- Report to stakeholders on progress as well as problems and solutions.
- Implement and manage change when necessary to meet project outputs.

- Evaluate and assess result of project.

Required Qualifications

- Previous project management experience.
- Critical thinking and problem solving.
- Excellent decision-making and leadership capabilities.
- Excellent communication skills.
- Excellent negotiation skills.
- Strong interpersonal skills and resourcefulness.
- Conflict resolution experience (e.g. soft skills/people skills).
- Adaptability/Flexibility.
- Able to manage stress effectively.
- Knowledge of project estimation techniques.

Preferred Qualifications

- Bachelor's degree in computer science, business, or a related field.
- Five to eight years of project management and related experience.
- Project Management Professional (PMP®) certification preferred.
- Proven ability to solve problems creatively.
- Strong familiarity with project management software tools, methodologies and best practices.
- Experience seeing projects through the full life cycle.
- Proven ability to complete projects according to outlined scope, budget and timeline.

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