

## **Project Manager**

<b>Job Description</b>	
Designation	Project Manager
Job Location	Bhopal
Position Type	Contractual up to 2 year. Extendable on the basis of performance.

### **Job Objective**

The IT Project Manager will initiate, plan, execute, monitoring, controlling and closing of all aspects of the software development project. Work closely with upper management to make sure that the scope and direction of each project is on schedule, as well as other line departments for support. Work closely with the team of IT professionals for smooth and timely completion of projects. Facilitate resolution of operational and technical issues that arise from time to time. The key success factors for this role will include steering the project to a success by delivering quality product and artifacts to the client within the stipulated timeline and budget.

### **Core Responsibilities& Requirement**

- Efficient Project Planning, Execution, Tracking project milestones and ensuring on-time project delivery within budget and scope.
- Planning, monitoring, and appraising job results; initiate, coordinate, and enforce systems, policies, and procedures to ensure the deliveries and SLA of the project
- Should Guide and monitor 20+ members team
- Coordinate with internal resources and other stakeholders, including departments, for the smooth execution of projects.
- Status reporting and presentations involving all relevant stakeholders and ensuring technical feasibility.
- Project management documentation on all level of process like development, release management, change management, Configuration Management, CMMi level.
- Strong experience on Project Management principles like SDLC, Effort estimation, Agile, COCOMO etc.
- Effort estimation with different technique like function Point, User stories.
- Follow the escalation frameworks to communicate and resolve issues.
- To manage the designated project through all relevant stages of the systems lifecycle from project initiation through to project closure and review.
- Ensure smooth project transitions and technology integration.
- Support in procurement related to project, as required.
- Use appropriate change management techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Establish and manage the expectation with the departments and all stakeholders/vendors/Third parties.
- Perform risk management to minimize project risks and highlight to leadership with proper risk mitigation plan.
- Transition management Process like Application, Project transition, Infrastructure , Team building etc
- Attend and represent as project owner in review meetings.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Education & Experience	Desired Skills
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• BE / B.Tech or PG in IT / CS or equivalent</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 15 year of experience.</li> <li>• Minimum 8 year of experience in IT/Software Project Management.</li> <li>• Work experience must span over 6 turn-key Software delivery / ERP projects at State or Country level.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid PMP / PRINCE 2 Certification</li> <li>• Hands on experience in any of project management tool like JIRA, Microsoft Project, Devops etc</li> <li>• Proven working experience as a project manager in the information technology sector.</li> <li>• Strong technical background, with understanding or hands-on experience in software development and web/mobile/cloud technologies</li> <li>• Excellent written and verbal communication skills Strong organizational skills including attention to detail and multi-tasking skills, Excellent documentation skill</li> <li>• Should have development experience in either technology like Java, .Net, PHP, Micro services Architecture, Low code- No Code</li> <li>• Understanding of data center/cloud data center operations</li> <li>• Exposure as a production support manager is added advantage.</li> <li>• Strong multi-tasking skills with capability to adapt to rapidly changing environment</li> <li>• Possess excellent problem solving capabilities.</li> </ul>