

POSITION DESCRIPTION

<b>POSITION TITLE</b> Project Manager		<b>LOCATION</b> Headquarters – Pittsburgh, PA	
<b>UNIT OR STAFF DEPARTMENT</b> Federal Projects		<b>JOB NUMBER</b>	
<b>DIVISION</b>		<b>DEPARTMENT OR SECTION</b>	
<b>REPORTS TO - (TITLE)</b> Director, Federal Projects		<b>DATE</b> 11/10/2011	
<b>PURPOSE OF THE POSITION</b>  This position is primarily responsible for management of individual project assigned. The activities within this role include planning & design, monitoring, documentation, reporting, and communication/team work.			
<b>RESPONSIBILITIES (LIST IN DESCENDING PRIORITY ORDER I.E. MOST IMPORTANT TO LEAST IMPORTANT)</b>			
<b>Areas of responsibility</b>		<b>Key activities within each area</b>	
<b>Planning &amp; design</b>		<ul style="list-style-type: none"> <li>• Develop project development and implementation schedules and track progress to ensure that all benchmarks and milestones are achieved on a timely basis</li> <li>• Leads regularly scheduled team meetings to review project deliverables and deadlines</li> <li>• Provide Scope Documents to the Development, DBA, and QA teams</li> <li>• Communicate and solicit feedback from customers to define requirements and translate information into specific tasks</li> <li>• Forecast resource requirements for assigned projects</li> <li>• Develop and maintain requirements documentation.</li> </ul>	

<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• Tracks progress of all assigned projects to ensure that all benchmarks and milestones are achieved on a timely basis</li> <li>• Leads regularly scheduled team meetings to review project deliverables and deadlines</li> <li>• Enforce effective change control</li> <li>• Escalate issues to assigned Senior Project Manager as necessary</li> <li>• Assess and manage risk within projects</li> <li>• Track and manage the cost of each IT project assigned</li> <li>• Responsible for the successful release of all assigned applications</li> <li>• Review reports and project documents and make edits and update as needed</li> <li>• Complete activities according to best practices, standard operating procedures, and team member guidance, consistently meeting quality standards and striving to add value in each activity</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Develop and maintain requirements documentation.</li> <li>• Assist in the development of departmental or project specific standard operating procedures</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Provide status reports to Federal Projects Management team as requested</li> <li>• Lend assistance to all Earned Value Management (EVM) reports as requested by management</li> </ul>
<b>Technical Support &amp; Training</b>	<ul style="list-style-type: none"> <li>• Conduct on-site and remote demonstrations, trainings, and/or presentations as requested by the customer</li> <li>• Respond to any technical support issues for assigned applications as requested by Customer Support</li> </ul>
<b>Communications/Team work</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with Engineering Department to ensure that application architecture and functionality fulfills and meets client and usability requirements.</li> <li>• Act as a liaison between various departments to bridge communication gaps and improve cross- functional efficiency.</li> <li>• Communicates effectively with their backup project manager and ensures that at any given time that they can step in to fulfill all project management needs</li> <li>• Provides a single point of contact for all assigned projects.</li> </ul>

(LIST OTHER SIGNIFICANT RESPONSIBILITIES ON SEPARATE SHEET)

**JOB TITLE**  
Project Manager

**KNOWLEDGE AND SKILLS (INDICATE MINIMUM QUALIFICATIONS TO FULLY SATISFY POSITION)**  
**TYPE AND LEVEL OF EDUCATION AND DEGREE**  
B.S. in some scientific discipline required, Masters degree preferred, Working knowledge of SQL, Microsoft Visio, Microsoft Project; Understanding of database architectures preferred; Proficiency with Microsoft Office Suite

**EXPERIENCE**  
A minimum of 3 year of working experience in project/program management field;

**SKILLS**  
Interpersonal Communication, organization, multi-tasking, problem solving, results oriented, analytical minded

**SPECIAL KNOWLEDGE**

**OTHER**

**POSITION IN ORGANIZATION AND SUPERVISORY RESPONSIBILITIES**

**REPORTS TO - (TITLE)**  
Director, Federal Projects

<b>DIRECTLY SUPERVISES (TITLES AND NUMBER)</b>			
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<b>INDIRECTLY SUPERVISES (TITLES AND NUMBER)</b>			
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**TYPE AND VARIETY OF ACTIVITIES SUPERVISED**

TOTAL NUMBER SUPERVISED	MANAGERIAL	PROFESSIONAL	NON-EXEMPT/CLERICAL	HOURLY
	0	0	0	

**RELATIONSHIPS RESPONSIBILITY (INDICATE WITH WHOM, FREQUENCY AND TYPE DESCRIBE AS REQUIREMENTS FOR NEGOTIATING, PERSUADING AND SELLING INSIDE AND OUTSIDE COMPANY)**

**ACCOUNTABILITY (INCLUDE FREEDOM TO ACT AND DESCRIBE IMPACT ON END RESULTS)**

SCOPE DATE					
<b>INVESTMENT RESPONSIBILITY</b>	\$	<b>VALUE OF PROJECT RESPONSIBILITY</b>	\$	<b>OTHER (SPECIFY)</b>	\$
<b>ANNUAL SALES/REVENUE</b>	\$	<b>ANNUAL VALUE GOODS/ SERVICES PROVIDED</b>	\$	<b>OTHER (SPECIFY)</b>	\$
<b>ANNUAL EXPENSE BUDGET</b>	\$	<b>OTHER (SPECIFY)</b>	\$		

**PREPARED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DIVISIONAL REVIEW** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CORPORATE APPROVAL (COMPENSATION MANAGER)** \_\_\_\_\_ **DATE** \_\_\_\_\_