

## **Senior Technical IT Project Manager**

### ***Role:***

The TPM's role is to effectively plan, manage and deliver projects on behalf of the Project Director, to agreed time, cost and quality requirements and in accordance with the Force's project management standards. Also to ensure that your projects produce the results that are capable of achieving the benefits defined in the Business Case. Have the flexibility to tackle problems & issues with enthusiasm and tenacity and recognize or anticipate issues that could disrupt productivity. Able to operate calmly in a high pressure environment. Able to priorities and work on multiple tasks at any one time. Able to troubleshoot and solve problems in a customer focused service environment.

### ***Responsibilities:***

The TBA's responsibilities include but are not limited to the following, in no particular order:

- Maintain and provide monthly Project Plan updates
- Maintain Work Plans and provide monthly roll up
- Maintain, monitor and provided month or sooner updates on Dependencies Plan
- Manage, maintain and communicate as necessary with monthly consolidation of Project Issues and Risks
- Maintain and manage the Project Financial plan with minimum monthly reporting
- Assist with the foundation framework and front end delivery mechanisms if needed
- Manage, maintain and update Project Score Cards
- Develop and deliver management presentations as required
- Create monthly progress report based on tasks and responsibilities to be signed off by the Project Sponsor and TTI manager Mr. Greg Stanalajczo as the foundation for billing
- Align all the above service deliverables through pre-month prioritization sessions with the Project Sponsor
- Develop, define, and build project documentation that will enable business change
- Produce the project initiation documentation and obtain agreement from the Project Board
- Planning the project and monitoring its overall progress, resolving issues and initiating corrective action as appropriate
- Advise the Project Board of deviations from plans and develop Exception Reports as necessary
- Report project progress at regular intervals to the Project Board.

- Control project expenditure and report budgetary information at regular intervals to the Project Board
- Manage risks to the successful delivery of the project
- liaison with related projects to ensure the co - ordinated development of related products.
- Manage third party contributions to the project as appropriate
- Define objectives, responsibilities and work plans for Project Team members
- Co-ordination, management & motivation of super users and diverse project teams
- Manage the Project change control process
- Any other reasonable tasks necessary for successful delivery of the projects

***Requirements:***

The qualified candidate will possess a majority of the following:

- Minimum of 5 years as a Project Manager in information technology project solutions design, development and deployment
- Automotive experience – sales and marketing, or product development, or telematics, or infotainment, etc.
- Proven ability to work with various levels of individuals in challenging complex business environments
- Working knowledge and understanding of methodologies – Agile, SDM, SDLC, etc.
- Strong working knowledge of Microsoft Office Suite and associated applications
- Understanding and comprehension of business process definitions and IT terminology/acronyms
- Outstanding communications skills both written and oral
- Excellent organization, time management, planning, documentation, project management and problem solving capabilities
- Proven ability to manage multiple assignments
- Politically savvy, team spirited, gregarious and presents well □ Etc.

***Rewards/Opportunity:***

- Newly created departments in one of the fastest growth areas in automotive technology
- Work with and for proven, forward thinking clients who appreciate and develop their key team members – good people
- High visibility and exposure
- Ability to create long term opportunities and reputation
- Exposure to vendor management, high level business analytics, advanced and indevelopment technologies
- Referrals and more.....