

IT-Project Manager Career Ladder Matrix

| | Project Manager Family | | |
|----------------------------|--|--|--|
| Job Title | Project Manager | Project Manager II | Project Manager, Sr |
| Job Code | MC2021 | MC2020 | MC2019 |
| Pay Grade | 74 | 75 | 76 |
| Position Summary | This role is responsible for supporting information technology projects at the Umass Medical School. The overall responsibility of this position is to ensure that projects address customer requirements, and projects are completed on time and within budget. | This role is responsible for supporting information technology projects at the Umass Medical School. The overall responsibility of this position is to ensure that projects address customer requirements, and projects are completed on time and within budget. | This role is responsible for supporting information technology projects at the Umass Medical School. The overall responsibility of this position is to ensure that projects address customer requirements, and projects are completed on time and within budget. |
| Essential Functions /Scope | <p>*Plan, coordinate, and document project related activities of smaller scale projects, manage resources within an assigned project team, or act as a sole contributor.</p> <p>*Coordinate the project management process and methodologies through all phases of a project's lifecycle for projects within low complexity business and technical environments</p> <p>*Develop and maintain relationships with the project's sponsor, customer, functional managers, and project team</p> <p>*Direct and lead an assembled project team in effectively addressing the client's requirements according to the project's schedule</p> | <p>*Facilitate the project management process and methodologies through all phases of a project's lifecycle for projects within low complexity business and technical environments</p> <p>*Assist project sponsors to identify and refine project scope and objectives, including any risks and/or constraints. May perform initial feasibility study (including cost analysis)</p> <p>*Direct and lead an assembled project team in effectively addressing the client's requirements according to the project's schedule and approved budget</p> <p>*Participate in the acquisition of related software, products, and services</p> | <p>*Plan, coordinate, and document project related activities of large scale and highly visible projects that will vary in scope and affected business units, manage resources within assigned project teams in a matrix environment, and document the project's activities</p> <p>*Manage a portfolio of projects on behalf of the business customer and identify priorities, dependencies, and conflicts where multiple business initiatives are being managed</p> <p>*Direct and lead an assembled project team in effectively addressing the client's requirements according to the project's schedule and approved budget</p> <p>*Assess necessary skill sets and competencies of team members to accomplish project objectives, identify, and recommend specific resource requirements and/or training requirements</p> <p>*Lead the acquisition of related software, products, and services</p> |
| Required Qualifications | <p>Bachelor's degree in computer science or information management technology, or equivalent experience</p> <p>1 year of related experience</p> | <p>Bachelor's degree in computer science or information management technology, or equivalent experience</p> <p>3 to 5 years of related experience</p> | <p>Bachelor's degree in computer science or information management technology, or equivalent experience</p> <p>6+ years of experience as a project manager</p> |
| FLSA Status | Exempt | Exempt | Exempt |
| Promotional Process | Requisition | Requisition or In-family Promotion | Requisition or In-family Promotion |