

Job Description

Project Manager Profile

Excellent information technology and communication skills.

VALOORES' Project Managers direct teams that solve problems and develop new ideas in the information and communication technology industry. The industry includes software solutions for Financial Services (Banking & Insurance), Government, & Retail. VALOORES' Project Managers have 10+ years of relevant work experience.

VALOORES' Project Manager is involved with an information technology or communications project from the planning stages through the implementation of a solution. The Project Manager assigns tasks, develops a time line, and sets the budget for the project.

Other responsibilities involve coordinating meetings between team and project members and monitoring their ongoing progress.

VALOORES' Project Manager ensures the team has resources available to complete tasks; which may include materials, outside services, or additional workers.

Duties

During the planning stage of a project, VALOORES' Project Manager develops the scope and goals for the team during each step in the process. Planning also includes the development of criteria or measurable data to determine the success of a project. Prior to encountering any obstacles, it's important to

establish contingency plans with backup resources and accommodations for prospective delays. As a project proceeds, whether or not changes occur, it may affect other departments and coordinators, who must become apprised of new developments; communication is vital as steps are checked off.

VALOORES' Project Manager resolves conflict and obstacles to keep the project on track. During the implementation phase of a project, s/he analyzes the results against a defined set of criteria. It's then important to identify and correct weaknesses.

Throughout the project, VALOORES' Project Manager provides sponsors or upper management personnel with detailed reports of the project's progression that include budgets, milestones and analyses of implementation. Supervisors may require the Project Manager to make changes to the project based on reports, feedback, and updates.