

Information Technology Job Function

IT Project Manager V

Grade: 59

Job Code: I0059P

Job Family: IT Project Management

Job Family Matrix: [IT Project Management Matrix](#)

Summary

Lead development and implementation of complex information technology projects to solve problems that may have wide impact, requiring high levels of functional integration and involving multiple disciplines to be managed. May manage a number of projects simultaneously.

Core Duties

- Perform the full range of the project management lifecycle: discovery initiating, planning, executing, monitoring and controlling, and closing
- Develop detailed plans, schedule, project estimate, and resource plan
- Ensure adherence to quality standards and review project deliverables
- Manage the integration of vendor tasks and track and review vendor deliverables
- Provide technical and analytical guidance to project team
- Recommend and take action to direct the analysis and solution of problems; revise, as appropriate, to meet changing needs and requirements
- Evaluate and assess metrics and project effectiveness
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Leverage steering and executive committees for decision-making, change management, and communications
- Advise unit/school regarding post project operations
- Provide training to clients/staff
- Apply Harvard University's IT technical standards and best practices
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Highly specialized knowledge of a specific technology
- Knowledge of advanced IT project management principles (e.g. Agile) and software
- Demonstrated cross-functional project management experience
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Attitude that supports an Agile working environment

Certificates and Licenses

- Completion of Harvard IT Academy Project Management Foundations course (or external equivalent) preferred
- PMP or other relevant certification and experience preferred, e.g., Scrum Master

Physical Requirements**Working Conditions**

- Work is performed in an office setting