

Project Manager

The **Project Manager** is responsible for planning and managing Information Technology projects. Manages project schedules (via MS Project Server) and utilizes project management tools (reports, tracking charts, and checklists).

Duties/Responsibilities

- Trains and mentors project team members and ensures compliance to all established procedures and standards.
- Obtains, reviews, and documents business requirements, design, Bills of Material (BOM), high level schedule, and baseline budget.
- Develops project charter, plan, and budget and obtains approvals.
- Develops and maintains project scope, priorities, deadlines and deliverable schedules through the life of a project, utilizing MS Project.
- Analyzes performance against the plan and makes adjustments consistent with plan objectives.
- Prepares the project for implementation, including coordinating communications, process changes, and training.
- Meets with sponsor and business partners to ensure that project goals and service expectations are met.
- Facilitates discussions and consensus among various project stakeholders, such as analysts, application programmers and clients.
- Evaluates risk and initiates avoidance activities. Establishes contingency plans, identifies trigger events and takes corrective action.

Required Education/Certifications/Experience:

- BA/BS in Computer Science, Information Systems, Business, or related discipline
- Project Management Professional (PMP) certification desired
- Minimum 5 years' Project Management experience in IT/Infrastructure
- Experience managing others
- Understanding of Project Management Institute Methodology
- Expert level in MS Project, Visio, and Microsoft Suite.
- Successful record of Project Management Plan and schedule (resource, cost, and schedule) management.
- Must have a technical background to identify critical technical obstacles and make accurate technology decisions

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