Project Management

Application of knowledge, skills and techniques to execute projects effectively and efficiently to achieve specific goals within an information technology environment based on the Project Management Body of Knowledge (PMBOK). Skills and experience in this category include risk identification and successful partnering with sponsors on scope, schedule, budget and quality.

Individuals in this skill category may do many of these tasks in a single assignment, or may provide specialized support in one or a few of the identified tasks as part of an IT project.

Skills and experience in this category include the following:

- Managing information systems projects consistent with the ICIO Information Technology Project Management Policy and ICIO Project Management Framework (Guidelines).
- Development of detailed IT project work plans and planning activities.
- Leading teams of IT technical staff.
- Defining team roles and responsibilities.
- Designing processes and methods that align with the Washington State Applications Template and Outfitting Model.
- Communicating with and facilitating decision-making among stakeholders.
- Defining project work to an appropriate level of detail.
- Assigning and monitoring completion of tasks.
- Managing IT budgets and project schedules.
- Acquiring staff and computing resources.
- Guiding and providing mentoring for IT project leaders and staff.
- Identifying appropriate technologies.
- Identifying project risks and ways to mitigate these risks.
- Writing IT feasibility studies.
- Developing plans for analysis, design, construction, testing, implementation, quality assurance, and systems acceptance.
- Implementing large-scale systems in a project-management role.
- Facilitating conflict resolution.
- Project status reporting and executive sponsor briefing.
- Communicating and coordinating with next-higher level of management on project.