



**PROJECT MANAGER**

**SCOPE OF WORK:**

Work involves the application of project management principles, methodologies, standards, and best practices in managing, on an ongoing basis, all phases of information technology project management including origination, initiation, planning, execution and control, and closure.

**DUTIES PERFORMED AT ALL LEVELS:**

- Assist business unit with development of project business cases; develop the project charter and gain approval or assist project sponsor or initial project team with development of the charter and approval process; conduct project kick-off meetings.
- Facilitate sessions to gather business requirements; review historical information such as strategic plans, project proposals, business cases, funding information, etc.
- Develop and implement the project plan to include determining the scope and deliverables of the project, identifying the work required to successfully complete the project, establishing schedules, preparing a project budget and staffing plan, identifying and assessing risks and issues, and gaining acceptance of the plan.
- Monitor and manage project costs to ensure project is completed within budget.
- Manage project schedules to ensure timely completion of the project and milestones.
- Manage changes to the project including cost, schedule, scope, and quality.
- Monitor and manage project quality to ensure the deliverables will satisfy the needs for which the project was undertaken.
- Monitor, manage, and respond to risks and issues.
- Provide oversight of vendors, consultants, and outsourcing services to ensure compliance with contracts.
- Perform project post-implementation activities such as soliciting feedback from stakeholders, preparing a report, and archiving of information.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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**PROJECT MANAGER I**  
GRADE L

0891

**LEVEL DEFINITION:**

Work at this level is limited in scope with individuals managing small to medium-sized projects or sub-projects under close supervision of another project manager or

supervisor. These projects are characterized as impacting a single business unit; utilizing existing technologies; requiring integration with other applications or business processes; having minimal project visibility, impact, or risk; and requiring reporting and communication at the agency level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

A bachelor's degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, and three years of work experience that involved business process analysis. Additional work experience as described may substitute for up to two years of the education requirement on a year-for-year basis.

**PROJECT MANAGER II**

0892

GRADE M

LEVEL DEFINITION:

Work at this level is considered fully-qualified project management with individuals managing projects of medium to large size, scope, and risk with general supervision. These projects are characterized as crossing multiple business units with similar or related functions; utilizing new or multiple technologies; possessing an increased level of project visibility, impact, and risk; and requiring reporting and communication at the agency, enterprise, and/or executive levels.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct business research and write reports to support business decisions.
- Develop the strategy to execute project(s).
- Solicit and select resources via requests for proposal or information such as vendors, consultants, contractors, and outsourcing services.
- Participate in negotiating contracts with vendors, consultants, contractors, and outsourcing services.
- Review project team performance criteria; evaluate data and identify areas of underperformance and areas requiring corrective action.
- Communicate project status through written reports and meetings.
- May provide supervision or mentoring on a temporary basis or for a sub-project.

MINIMUM QUALIFICATIONS:

A bachelor's degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, and four years of work experience that involved business process analysis, project plan development, group facilitation, and management of staff. Additional work experience as described may substitute for up to two years of the education requirement on a year-for-year basis.

**PROJECT MANAGER III**

0893

GRADE O

LEVEL DEFINITION:

At this level, work involves managing large-sized projects with little or no supervision. These projects are characterized as crossing multiple business units which have stakeholders with diverse and conflicting needs; utilizing multiple and/or emerging technologies that impact the enterprise; requiring integration of multiple applications or business processes; possessing high project visibility, impact, and risk; requiring complex reporting and communication at the agency, enterprise, executive, and legislative levels. Projects managed at this level represent a significant capital investment for the agency or state.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Manage assigned staff; develop and implement work standards; implement performance management measures; provide for training of staff; assign work duties as appropriate.
- Ensure project management activities contribute to and achieve the strategic and organizational objectives.
- Develop or participate in developing project management policies, procedures, and methodologies.

MINIMUM QUALIFICATIONS:

A bachelor's degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, and six years of work experience that included managing communications, cost, staff, change, scope, and risk associated with project assignments. Additional work experience as described may substitute for up to two years of the education requirement on a year-for-year basis.

Eff. Date: 5/06

CLASS CODES:0891  
0892  
0893

ND Class Description  
Project Manager

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Rev: 7/12 – Conversion to Hay System  
Rev: 4/15 – Revised minimum qualifications.