

BOYDGROUP SOLUTIONS, LLC
JOB DESCRIPTION

TITLE: Project Manager	DEPARTMENT: Professional Services
REPORTS TO: Director, Professional Svc	SALARY RANGE:

SUMMARY:

Plans, directs, and coordinates activities to ensure that project goals are accomplished within the prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Consults with management and reviews project proposals to determine goals, time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of resources.
- Develops project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources.
- Formulates and defines technical scope and objectives of project.
- Identifies and schedules project deliverables, milestones, and required tasks.
- Coordinates recruitment or assignment of project personnel including assignment of duties, responsibilities, and scope of authority.
- Coordinates activities of project personnel to ensure project progresses on schedule and within budget.
- Prepares project status reports and keeps management, clients, and others informed of project status and related issues.
- Confers with project personnel to provide technical advice and resolve problems.
- Coordinates and responds to requests for changes from original specifications.
- Develops business processes that ensure developed application meets all project requirements.
- Develops and maintains technical and project documentation.
- Coordinates project activities with marketing, sales, engineering, operations, customer support, and client staff to ensure goals and requirements are met. Coordinates project

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- Assumes additional responsibility as needed

QUALIFICATIONS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Expertise working with and managing a diverse teams both internally and externally

EDUCATION/EXPERIENCE:

HS diploma/GED Some College Bachelor's Degree Other (must specify in comments section)

Comments: 1+ years of related experience; PMI preferred but not required