

Project Manager – Data Center (17038)

Responsibilities:

- Successful management of medium complex/size projects from initiation through closure.
- Deliver the project's primary end result on schedule and within budget.
- Work with Service Managers to collect requirements.
- Create/Write User Stories (Epics).
- Continually report on project progress and potential risks to stakeholders.
- Facilitate the administration of meeting and team calendaring.
- Maintain the team roster & org chart.
- Project SharePoint site administration.
- Assist in compiling items for the lessons learned.

Additional activities performed by the project managers include the following:

- Project Management Requirements - Develop and maintain project management documents:
 - Project schedule.
 - Resource assignments.
 - Task estimates.
 - Project management plan and project communication plan identifying project approach, work products, and overall objectives.
 - Document management plan (project documents, status reports, meeting minutes).
 - Status reporting of progress and issues as required.
 - Facilitate team meetings; logistics (e.g. scheduling, agendas), keeping on agenda, capturing meeting decisions and actions, and managing meeting processes
- Secondary projects will involve the maturity of the project management office through the enhancement of existing processes or defining new processes, as needed.

Qualifications:

- 5 plus years of IT project management experience.
- Must possess strong cross team/group/org collaboration skills; ability to foresee and analyze project risks, develop risk management plan and mitigate subsequent issues.
- Data Center Migration experience a plus.
- High-powered analytical skills and the ability to understand concepts and situations that pass by many others.
- Must have excellent communication skills to all levels (including Executive level).
- Proficiency in Microsoft Office required.
- Proficiency with SharePoint.
- Ability to handle ambiguity.
- Bachelor's degree preferred.
- Microsoft 18/6 eligibility.

Please note: we are unable to consider third party candidates for this position.

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