

Project Manager

Position Summary

The Project Manager will be responsible for the successful development, implementation and delivery of client projects and the management of all resources and deliverables of the project teams. The project teams will be providing business and technology solutions for the clients of Allegient.

Responsibilities:

- Understand, utilize and adhere to the processes and documents as outlined in the Allegient Integrated Methodology when managing projects for a client or within Allegient
- Actively participate in the business development lifecycle; identify opportunities, expand sales within existing accounts, generate proposals, and create and deliver effective client presentations
- Create, update, and maintain all documentation related to the project including charters, work plans, timelines, issue/risk logs and budgets
- Obtain all signatures related to client sign-off on project documents and deliverables
- Communicate effectively with project team to maintain positive team environment, meet Allegient quality standards, and keep project on time and on/under budget
- Communicate effectively with client, project stakeholders, and project sponsors to keep the client and Allegient Partner team up to date
- Create thorough, accurate and timely work
- Develop team member's communication and problem solving skills by engaging them when appropriate in project tasks
- Establish, communicate and manage appropriate project scope change management procedures
- Remain current on delivery methodologies, market business, product, industry, and technology trends
- Engage in continuous learning to keep skills current with market and client needs
- Obtain and maintain Project Management Institute (PMI) certification
- Anticipate and identify potential problems or risks for both the client and/ or Allegient LLC and present alternative solutions to problems
- Enhance leadership skills, foster team environment, and set example for accountability
- Act as a mentor to peers and other Allegient team members
- Create and adapt methodologies in the project environment
- Effectively lead and manage medium to large sized projects and project teams
- Able to manage a variety of projects and environments
- Effectively manage multiple projects for multiple clients simultaneously
- Assist customers with problems and recommend suitable resolutions accordingly
- Maintain and enhance client relationships with key decision makers
- Participate in civic and professional organizations to strengthen professional network and community industry knowledge; assume leadership roles where appropriate
- Build and enhance relationships with partner companies
- Help build Allegient by actively reviewing Allegient Sharepoint and other distributed communication, participating in company meetings and events; encourage the same activity of the project team

Qualifications:

- Complete understanding and proven successful use of methodology (ideally RUP)
- Bachelor's in technical or business field, advanced degree preferred

- 7 or more years experience in software project management, preferably in consulting environment
- Must have deep experience managing software projects
- Must understand Best Practice development methodologies
- Solid business and financial skills
- Consulting skills such as interviewing stakeholders, facilitating meetings, and understanding of project management methodology and tools
- Excellent written and oral communication skills with the ability to communicate at a level of detail appropriate for the audience
- Outstanding interpersonal and leadership skills, strong work ethic, self-motivated, and excellent presentation skills
- Enthusiastic and driven to succeed
- Ability to work independently, but also successfully work on a team
- Detail oriented and sound independent judgment
- Ability to negotiate effectively