

**POSITION DESCRIPTION**  
**Project Manager, Portfolio Management Office**

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**Position Summary/Purpose**

Reporting to the Manager, Portfolio Management Office, the Project Manager is responsible for providing project management in the development and implementation of technology and information systems. The Project Manager coordinates, leads and manages project sponsor and stakeholder teams and resources related to specific IM and IT initiatives while ensuring that iDivision and Assembly resources are allocated appropriately to complete and sustain those initiatives over the long term. The Project Manager is a champion and promoter of PMO services, processes and tools and is responsible for internal resource assignment to projects.

**DUTIES & RESPONSIBILITIES**

1. Based on approved business cases, develop comprehensive, detailed, realistic project management plans and project requirements documents, incorporating milestones and project inter-dependencies for all activities.
2. Provide leadership in liaison capacity when coordinating or managing projects across iDivision and other Assembly business units. Lead project team meetings and assign work to project team members as required.
3. Work with project sponsor and stakeholders to complete project charter for each project, clearly outlining scope, goals, deliverables, resources budget and timelines. Provide project schedule and work breakdown structure to identify when each task will be performed to estimate effort required for each task.
4. Clearly communicate expectations to team members and stakeholders while monitoring project progress. Reports on project milestones and provide status reports to sponsor and to the Manager, Portfolio Management Office.
5. Monitor and control assigned project activity and provide project status reporting weekly and prepares presentations on project progress for leadership review as required.
6. Evaluate and report on each project's success in terms of project process and achievement of goals. Maintain and communicate project documentation.
7. Performs other related activities as required. Keeps up-to-date on related skill development in order to use any new technologies or processes as required.

**JOB REQUIREMENTS**

Training/Knowledge:

- University degree or equivalent in IM or IT related field and certification achieved in a recognized project management methodology (i.e. PMP).

- Five or more years of progressive experience in managing IT and IM projects in a team environment to support organizational goals and applying strategic planning and project management principles, theories, policies and practices.
- Sound knowledge of strategic business and financial planning processes and practices.
- Strong organizational, planning and coordination skills combined with highly developed analytical and problem-solving skills.
- Strong oral and written communication skills.
- Excellent consultation and negotiation skills.
- Requires knowledge of services offered by branch and understanding of legislative environment (i.e. systems administration routines, procedures, and service protocols).
- Broad and in-depth knowledge of Assembly business is required to enable effective project management in the implementation of integrated information systems. Position requires an understanding of the business functions and processes, and operational and managerial activities across Assembly divisions for the application of appropriate methods, resources and tools.

#### Judgement:

Under the direction of the Manager, Portfolio Management Office, exercises independent judgement in managing projects and project teams. Consults and communicates with all project stakeholders within the Division and the Assembly. Motivates and leads project teams, chairs project meetings, assists in the prioritization of project tasks. Liaises and consults with team members to elicit needs, determine strategies, and propose solutions related to the project. Ensures appropriate project management protocols and procedures are followed.

#### Confidentiality:

Position might have access to confidential records.

#### Impact:

Position is responsible for identifying appropriate resources and planning for their use during the implementation and development of IM/IT products. Errors may result in inefficient use of funds and resources and long term loss of opportunity. Impact may also include higher levels of maintenance, loss of credibility, delays in business operations, and lower productivity. The consequences of insufficient planning, management and communication may include the provision of poorly implemented solutions which constrain the organization, resulting in additional effort and costs.

#### Contacts:

Contact with a broad range of LA staff, caucus staff, outside vendors to exchange technical information such as system design and specifications, coordinate programming activities. Within iDivision, works with technical, support, and communications staff, as well as Managers and Directors. Interacts with hardware and software vendors and high-level technical support, training institutions, and with IM/IT consultants.

#### Supervision:

Position has no direct supervisory responsibilities.

**Working Environment:**

Position works on a computer, using a keyboard and a mouse. Position requires frequent attendance at meetings with clients, stakeholders, and staff. May be required to sit for long periods of time while carrying out this work. Able to walk around at-will. Position requires VMA concentration on a regular to frequent basis when reading, researching, designing, collaborating, and creating plans and reports.