

# VertitechIT

A GPMF HOLDINGS COMPANY

## JOB DESCRIPTION

### Agile Project Manager

#### Company Overview

Here at VertitechIT, we've created a new path to IT transformation. Our job is not just to solve technical problems, but to develop the strategic solutions that make an organization or healthcare institution thrive. We embrace positive change in ourselves and drive change for our clients. We are Advisors, Confidantes, Strategists, and Innovators for Hire.

#### Employee Value Proposition

To label us as "IT Consultants" would be like calling a laptop, a portable typewriter.

We are ever-evolving and hungry for updates... forward thinking but backwards compatible. That stuff about "value-added partnerships" is B.S. and does nothing but imply short-term results. Our focus is (and always be) on long term impact and keeping clients for life. Remember Vanilla Ice, Baha Men, and Right Said Fred? Not many do. One hit wonders are quickly forgotten. We strive to be our client's "greatest hits."

We do amazing work. By combining the tried and true with the new and innovative, we implement the technologies and methodologies that make our clients better, more efficient, and more profitable. We exceed their expectations by shattering the usual barriers that arise between client and consultant. We eliminate in scope and out of scope arguments during the life of every contract by providing access to our entire staff for strategic advice on any topic, any time, no questions asked. Many of our competitors make their living on change orders. We think scope creep is a good thing as it makes for a better outcome and more importantly, allows us to integrate ourselves comfortably into the fabric of our client's organization over time.

Some tell us we're crazy. We like that.

#### Role Title

Agile Project Manager

#### Location

Holyoke, MA

#### Role Description

When we say Agile Project Manager, we're not talking flexibility (although that always helps!). Someone posted a job description for a Project Manager position on Pinterest recently that pretty much says it all. "A Project Manager is an organizational leader dedicated to the imposition of order upon chaos, even if chaos is perfectly happy with the status quo."

If that describes you, our condolences... and let's talk.

## Job Specifics

Our Agile Project Manager is responsible for planning, leading, organizing, and motivating Agile project teams. The goals are to:

- Achieve a high level of performance and quality, and
- Deliver agile projects that provide exceptional business value to users

The role may be responsible for managing several concurrent high visibility projects using agile methods in a fast-paced environment that may cross multiple business divisions.

## Responsibilities

Although we reserve the right to change duties and responsibilities beyond the scope of this job description at any time, here's what we're looking at:

- Define project scope and schedule while focusing on regular and timely delivery of value; organize and lead project status and working meetings; prepare and distribute progress reports; manage risks and issues; correct deviations from plans; and perform delivery planning for assigned projects
- Assist in team development while holding teams accountable for their commitments, removing roadblocks to their work; leveraging organizational resources to improve capacity for project work
- Support the Project Owner in managing customer expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance
- Define and manage a well-defined project management process and champion ongoing process improvement initiatives to implement best practices for Agile Project Management
- Promote empowerment of the team, ensure that each team member is fully engaged in the project and making a meaningful contribution, and encourage a sustainable pace with high levels of quality for the team
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Successfully manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

## Skills

- Leadership Skills: keep project resources motivated, resolve conflicts, and make hard decisions
- Time Management: You'll be working with employees, customers, and management, often spinning multiple plates at once

- **Math and Budgeting:** Project managers are expected to keep and maintain a budget on almost every project. You will need to be confident in using math skills to make sure clients and team members know where the project's money is going
- **Analytical Skills:** You'll need analytical skills to be able to solve problems that may come up during a typical workday. Employee will be analyzing data and making decisions that affect the project on a regular basis
- **Solid organizational skills** including attention to detail and multi-tasking skills
- **Solid understanding of software development life cycle models** as well as expert knowledge of both Agile and traditional project management principles and practices and the ability to blend them together in the right proportions to fit a project and business environment
- **A proven track record of successfully implementing software or web development projects** using Agile methodologies including 8+ years of experience as a Project Manager managing large, complex projects in a high-tech development environment with multi-function teams. PMP preferred
- **Prior experience with SCRUM/Agile methodologies** with enterprise-level application development projects. PMI-ACP, CSM, or equivalent preferred
- **Experience overseeing multi-function project teams** with at least 10-15 team members including Developers, Business Analysts, and QA Personnel
- **Balanced business/technical background:**
  - Sufficient level of technical background to provide highly credible leadership to development teams and to be able to accurately and objectively evaluate complex project risks and issues
  - Ability to provide leadership to business analysts and collaborate with customers and develop strategies and solutions of high business value

## Requirements

- BA or BS or equivalent experience is required; MA or MS is a plus
- Very effective interpersonal skills including mentoring, coaching, collaborating, and team building
- Strong analytical, planning, and organizational skills with an ability to manage competing demands
- In-depth knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence
- Proven ability to lead software development projects and ensure objectives, goals, and commitments are met
- Solid understanding of and demonstrated experience in using appropriate tools:
  - Agile Project Management tools such as Jira
  - Microsoft Project, Visio, and all Office Tools
- Excellent oral and written communications skills and experience interacting with both business and IT individuals at all levels including the executive level
- Creative approach to problem-solving with the ability to focus on details while maintaining the "big picture" view
- Availability to travel up to 25%

## Compensation and Benefits

We're offering a competitive salary (depending on your experience) with an unlimited vacation day policy (yes, you read that right), a matching 401k plan, company-paid health insurance (you read that right too), and a great team-oriented work environment.

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