



## Information Technology Job Family: **IT Project Manager Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

IT Project Manager III INDIVIDUAL CONTRIBUTOR	IT Project Manager IV INDIVIDUAL CONTRIBUTOR	IT Project Manager V INDIVIDUAL CONTRIBUTOR
Lead low to medium complex projects with a critical IT component; Manage the planning, implementation, communication, tracking and reporting. Work with business leadership to define scope. Advise and assist senior staff and/or other clients in the formulation of project budget, project financial management and support securing funding when necessary.	Lead medium to highly complex projects with one or more critical IT components; Manage the planning, implementation, communication, tracking and reporting. Work with business leadership to define scope. Advise and assist senior staff and/or other clients in the formulation of project budget, project financial management and support securing funding when necessary.	Lead highly complex projects with several critical IT components; Manage the planning, implementation, communication, tracking and reporting. Work with business leadership to define scope. Advise and assist senior staff and/or other clients in the formulation of project budget, project financial management and support securing funding when necessary.
May lead and manage scope, time, cost, quality, human resources, communication, risk and procurement for assigned projects.	Gather and manage time and cost estimates for both short and long term projects; develop campus communication plan; track deliverables/ approval; manage change requests; communicate status; Facilitate problem resolution.	Lead strategic priorities, complete strategic assessments and recommend appropriate actions, improvements and cost savings opportunities and implement recommendations.
Communicate project scope, goals and responsibilities to project team; establish clear stakeholder expectations, and requirements of varying degrees of complexity.	Communicate project scope, goals and responsibilities to project team; establish clear stakeholder expectations, and requirements of varying degrees of complexity, some of which may require significant discovery and analysis.	Lead and communicate project scope including the planning, implementation, tracking and reporting on complex projects. Establish clear stakeholder expectations and requirements of high complexity, which require significant discovery and analysis.
Develop and maintain reporting procedures and monitor performance in project control activities; prepare and distribute reports related to project activities, general project management, and financial issues.	Develop and maintain reporting procedures and monitor performance in project control activities; develop and distribute reports related to project activities, general project management, and financial issues.	May oversee reports generated by multiple Project Managers. Monitor performance of multiple areas of the university and report project status to Leadership.

<b>IT Project Manager III INDIVIDUAL CONTRIBUTOR</b>	<b>IT Project Manager IV INDIVIDUAL CONTRIBUTOR</b>	<b>IT Project Manager V INDIVIDUAL CONTRIBUTOR</b>
Collaborate with clients to determine project priorities as well as define expected goals and outcomes based on established priorities; Manage project scope including ensuring unique requirements of each project have been identified and needs are met.	Collaborate with clients to determine project priorities as well as define expected goals and outcomes based on established priorities; Manage project scope including ensuring unique requirements of each project have been identified and needs are met.	Collaborate with clients to interpret and analyze needs and partner with resource managers to identify and approve human resources needed to provide resolution. Determine project priorities as well as define expected goals and outcomes based on established priorities; Manage project scope including ensuring unique requirements of each project have been identified and needs are met.
Employ and adapt project management methods and best practices to improve project results and to enhance local project management practices.	Employ and adapt project management methods and best practices to improve project results and to enhance local project management practices.	Develop and recommend new and innovative business processes to integrate functions. Share best practices with other Project Managers on campus.
Provide direction and coaching of project staff	Provide direction and coaching of project staff	Provide direction, coaching and supervision of staff
Assess and manage issues; prioritize and drive resolution of all issues associated with a project; Prepare impact analysis statements and manage the change request process	Assess and manage issues; prioritize and drive resolution of all issues; Prepare impact analysis statements and manage the change request process for medium to high complexity projects	Assess and manage issues; prioritize and drive resolution of all issues; Develop and analyze impact analysis statements and manage the change request process for multiple complex and high visibility projects
Ensure projects are delivered on-time and within defined budget restrictions; modify timelines as needed and communicate with project governance and staff	Ensure projects are delivered on-time, with expected scope and within defined budget restrictions; manage change as needed and communicate with project governance and staff	Ensure strategic and high visibility projects are delivered on-time and within defined budget restrictions; modify timelines as needed and communicate with project governance and staff
Advise on procedural issues that affect project planning and customer obligations for project definition through implementation, including schedules, stabilization and operational support	Advise on procedural issues that affect project planning and customer obligations for project definition through implementation, including schedules, stabilization and operational support	Participate and advise in the implementation of policy and procedural issues that affect project planning and customer obligations for project definition through implementation, including schedules, stabilization and operational support
Advise and assist the clients and senior administrative staff in the oversight of project budget and the project financial planning.	Advise and assist the clients and senior administrative staff in the formulation of project budget and the project financial planning.	Develop and monitor project budgets.
Work closely with team leaders to affect the successful planning and coordination of ongoing activities between technical groups	Direct and mentor team leaders in the coordination of individual projects; Work closely with team leaders to affect the successful planning and coordination of ongoing activities between business and technical groups	Direct and mentor team leaders in the management of projects; Work closely with team leaders to affect the successful planning and coordination of ongoing activities between business and technical groups
Assist with analysis of business requirements and problem resolution as needed	Directly assist with analysis of business requirements and problem resolution as needed	Manage the analysis of business requirements and problem resolution as needed

<b>IT Project Manager III INDIVIDUAL CONTRIBUTOR</b>	<b>IT Project Manager IV INDIVIDUAL CONTRIBUTOR</b>	<b>IT Project Manager V INDIVIDUAL CONTRIBUTOR</b>
Support the department's culture/climate by cultivating and facilitating effective relationships between assigned resources and clients.	Support the department's culture/climate by cultivating and facilitating effective relationships between assigned resources and clients.	Establish and support the department's culture/climate by cultivating and facilitating effective relationships between project managers and clients

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11489 IT PROECT MANAGER III, BAND F	11490 IT PROECT MANAGER IV, BAND G	11491 IT PROECT MANAGER V, BAND H
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree; more than 3 years and less than 5 years experience or equivalent.	Bachelor's degree; more than 5 year and less than 7 years experience or equivalent.	Bachelor's degree; more than 7 years and less than 10 years experience or equivalent.
<b>IMPACT</b>	Moderate impact	Moderate impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
<b>CONTACTS - OUTSIDE</b>	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position
<b>CONTACTS - STUDENTS</b>	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Limited contact

<b>FACTOR PROFILE</b>	<b>11489 IT PROJECT MANAGER III, BAND F</b>	<b>11490 IT PROJECT MANAGER IV, BAND G</b>	<b>11491 IT PROJECT MANAGER V, BAND H</b>
<b>SUPERVISION</b>	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
<b>COMPLEXITY</b>	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction
<b>EFFECT OF DECISION MAKING</b>	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
<b>WORKING CONDITIONS</b>	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required