Job Series Matrix

Job Series: Project Management IT

Additional jobs in this series on following pages.

Job Series Summary:
Project management staff plan, monitor, and manage internal projects to create a unique product, service, or result, from initiation through completion and ensure on-time completion according to specifications and within budgeted costs. A project has a definite beginning and end and does not include administering the program post-implementation. Jobs are based in the IT domain.

Job Title: Project Management Facilitator
Job Title: Project Management Specialist - IT
Job Title: Project Manager 1 - IT
Job Title: Project Manager 2 - IT
Job Title: Project Manager 3 - IT

Job Code: 2391
Job Code: 4071
Job Code: 4072
Job Code: 4073
Job Code: 4074

Grade: G
Grade: H
Grade: J
Grade: K
Grade: L

Exemption: Non-exempt
Exemption: Exempt
Exemption: Exempt
Exemption: Exempt
Exemption: Exempt

Effective/Revision Date: 04/01/2015
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Job Purpose
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Work directly with the project team on the day-to-day operational aspects of each project's scope, risk, and budget, including assumption of a significant project management task.

Manage activities of assigned projects from project initiation through completion with limited guidance; coordinate all technical activities on assigned projects. Work is typically comprised of 30% time contribution towards project leadership and 70% as a technical contributor.

Take projects from original concept through final implementation on contained risk assignments (projects have mechanisms or managerial controls to minimize risk). Work is typically comprised of 50% time contribution towards project leadership and 50% as a technical contributor.

Manage large and complex projects with high performance risk, driving project(s) to completion. May manage more than one large project simultaneously. Work is typically comprised of 80% time contribution towards project leadership and 20% as a technical contributor.

Manage the entire collection of projects and/or programs undertaken by an organization or division in a manner that ensures their alignment with the university's strategic objectives. Typically proposes new initiatives and champions the business and technical planning and conceptual efforts for major projects and initiatives. Provide limited technical contribution as needed to successfully complete projects.

Core Duties
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Core Duties

- Maintain and update a master project plan.
- Follow up with internal and/or external stakeholders on scheduled project deliverables.
- Perform representative project-associated duties including: project management processes &/or workflows maintenance; document and process change requests; monitor project scope, schedule, and budget, and report deviations and concerns to the project manager; monitor and/or perform assigned business integration, closeout, or commissioning logistics; compile due diligence data; perform analysis for vendor selection; perform vendor outreach (e.g., collecting safety plans, permitting, warranties); review and reconcile invoice integrity; liaise on invoice payment; perform incidental purchasing to
- Review project plans and proposals, and work with management to develop project objectives; identify project responsibilities by determining the phases and elements of the project; calculate time frames and sequence the stages of the project.
- Perform project management oversight of small projects (under $100k) or more than one large task within a larger project.
- Oversee, coordinate, and perform technical aspects of project, with guidance, based on type of project manager support required (e.g., engineer, quality, scheduler).
- Review, evaluate, approve, and monitor cost schedule and technical scope baselines.
- Ensure the preparation of required project documentation.
- Contribute to communication plan and
- Perform the full range of project management cycle: initiating, planning, executing, monitoring and controlling, and closing. Lead projects requiring functional integration. Complete sub-project and/or stand-alone elements (or a contained project such as construction project).
- Direct development of an action plan, and estimate requirements for resources, including management, labor, materials, and time required to complete project.
- Facilitate discussions and negotiations to drive recommendation consensus within scope of responsibility.
- Develop and help execute comprehensive change management strategy and communication plan relative to project scope and stakeholders on a focused project, actively manage resistance to
- Perform the full range of project management cycle: initiating, planning, executing, monitoring and controlling, and closing. Independently lead and direct projects requiring high levels of functional integration and involving multiple disciplines to be managed.
- Direct development of an action plan, and estimate requirements for resources, including management, labor, materials, and time required to complete project.
- Facilitate discussions and negotiations to drive recommendation consensus.
- Develop and help execute comprehensive change management strategy and communication plan relative to project scope and stakeholders; orchestrate and lead change management methodologies underlying project success.
- Perform the full range of project management cycle: initiating, planning, executing, monitoring and controlling, and closing. Independently lead and direct projects requiring high levels of functional integration and involving multiple disciplines to be managed.
- Direct development of an action plan, and estimate requirements for resources, including management, labor, materials, and time required to complete project.
- Facilitate discussions and negotiations to drive recommendation consensus.
- Create and help execute comprehensive change management strategy and communication plan relative to project/portfolio scope and stakeholders; orchestrate and lead change management methodologies underlying.
### Abilities Required

**Minimum Education and Experience Required**

- **Bachelor's degree in a related field or a combination of education and experience**
- Two years of progressively responsible, relevant professional experience, including senior project management experience performing responsibilities similar to those listed above or a combination of education and experience.

**Minimum Knowledge, Skills and Abilities Required**

- Demonstrated ability to use project management tools.
- Polished written and oral communication skills to address a wide variety of audiences.
- Demonstrated multi-tasking ability to manage multiple parallel projects and competing priorities.
- Demonstrated ability to productively contribute to cross-functional teams.
- Depth of knowledge in technical discipline/domain needed to deliver projects.
- Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, communications, risk, and procurement components.
- Demonstrated resilience, diplomacy, influence, relationship building, and problem solving skills in a variety of situations.

**Job Series Matrix**

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<td><strong>Ability to productively engage and influence cross-functional teams.</strong></td>
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**Minimum Education and Experience Required**

- Bachelor's degree in a related field and three years of related experience in project planning, budgeting, or a combination of education and experience.

**Minimum Knowledge, Skills and Abilities Required**

- Demonstrated ability to productively contribute to cross-functional teams.
- Depth of knowledge in technical discipline/domain needed to deliver projects.
- Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, communications, risk, and procurement components.
- Demonstrated resilience, diplomacy, influence, relationship building, and problem solving skills in a variety of situations.

**Minimum Education and Experience Required**

- Bachelor's degree in a related field and two years of related experience in management of moderate size/complexity projects with limited performance risk, including project planning, scheduling, and budgeting.

**Minimum Knowledge, Skills and Abilities Required**

- Demonstrated ability to productively contribute to cross-functional teams.
- Depth of knowledge in technical discipline/domain needed to deliver projects.
- Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, communications, risk, and procurement components.
- Demonstrated resilience, diplomacy, influence, relationship building, and problem solving skills in a variety of situations.

**Minimum Education and Experience Required**

- Bachelor's degree in a related field and five years of related experience in management of projects with extensive size/complexity and moderate performance risk, including project planning, scheduling, tracking, and budgeting.

**Minimum Knowledge, Skills and Abilities Required**

- Highly effective written and oral communication skills to address a wide variety of audiences.
- Ability to productively assemble, engage, and lead cross-functional teams.
- Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, communications, risk, and procurement components.
- Ability to balance customer expectations with project reality.
- Demonstrated resilience, diplomacy, influence, relationship building, and problem solving skills in a variety of situations.

**Minimum Education and Experience Required**

- Bachelor's degree in a related field and ten years of progressively responsible, relevant project management experience performing responsibilities similar to those listed above or a combination of education and experience.

**Minimum Knowledge, Skills and Abilities Required**

- Demonstrated ability to organize work and to manage multiple projects.
- Exceptional and effective written and oral communication skills to address a wide variety of audiences.
- In-depth knowledge and understanding of university operations, administration, community, and mission.
- Ability to productively assemble, engage and lead cross-functional teams.
- Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, communications, risk, and procurement components.
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### Work Standards

- When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements.
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, [http://adminguide.stanford.edu/](http://adminguide.stanford.edu/).

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Manager Levels begin on next page.
### Job Series Matrix

**Managers**

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<td><strong>Job Code:</strong> 4075</td>
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**Job Purpose**

- Perform the day-to-day management of a technical project management group. Provide technical and managerial guidance to subordinates, and bring highly specialized knowledge and expertise to high level administrative managers.

**Core Duties**

- Lead and manage a project management group, including recruiting, hiring, training, developing, evaluating, and setting priorities. Provide instruction on complex techniques and direction on projects.
- Ensure work completion within schedule, budgetary and design constraints; make decisions about analysis, design, and testing; solve complex technical problems; and provide alternative methods for achieving goals when necessary.
- Create and execute business and technical plans, and revise as appropriate to meet changing needs and requirements. Evaluate and assess metrics and program effectiveness; assess and proactively monitor trends.
- Make independent decisions regarding projects, programs, and initiatives within confines established by management.
- Develop and manage budgets for work group.
- Oversee and/or assist in preparation and submission of documentation, such as proposals, progress reports, or other contractual requirements.
- Complete strategic planning for own work group; may assist higher level management in broader scope strategic planning.
- Work collaboratively with colleagues to leverage the university/school’s resources for successful project completion.
- Direct and manage strategic relationships both inside and outside of Stanford University; maintain a high level of interaction and collaboration with clients and peers across the university.

### Job Title: Project Management Manager 2 -IT

**Job Code:** 4079

**Grade:** M

**Exemption:** Exempt

**Effective/Revision Date:** 04/01/2015

**Job Purpose**

- Direct the activities of technical project management managers and the project management group. Perform the strategic management of the project management function, which impacts the entire university. Work typically represents limited technical contribution as needed to successfully complete project.

**Core Duties**

- Lead and manage a project management group, including recruiting, hiring, training, developing, evaluating, and setting priorities. Provide instruction on complex techniques and direction on projects.
- Ensure work completion within schedule, budgetary and design constraints; make decisions about analysis, design, and testing; solve complex technical problems; and provide alternative methods for achieving goals when necessary.
- Advise university/school-wide senior management on technical aspects of projects.
- Manage the adoption and adaptation of emerging technologies to meet changing requirements, capabilities, and opportunities.
- Build a competent and diverse project management team and workforce; recruit, lead, and mentor key staff through motivation and education; provide a clear vision and sense of mission for the organization; model change agent role to project management team.
- Typically manages and leads project management staff who are performing project management duties at this level: Charter origination, identification & shaping scope, scope definition; # of disciplines/stakeholders to manage is across-university impact, and involves city, county and major donor constituents; risk: manage, control, and report on risks associated with numerous projects and programs, affecting an entire school or business entity’s project program; risk sharing and control is the project manager’s responsibility; project complexity involves some of the most complex, new technology to be utilized; facilitate decisions requiring consideration of wide influences to drive a decision; primary university relationship is at the deans, donors and executive committee level; single project budget/scope accountability-cumulative budget/scope over $10M in research or construction/facilities domain or over $1M in IT domain.
- Complete strategic planning for own work group; may assist higher level management in broader scope strategic planning.
- Work collaboratively with colleagues to leverage the university/school’s resources for successful project completion.
## Minimum Education and Experience Required

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## Minimum Knowledge, Skills and Abilities Required

- Experience leading and managing a large organization of technical staff through subordinate managers.
- Experience leading large, complex projects or programs.
- Demonstrated ability to organize work and to manage multiple projects.
- Exceptional and effective written and oral communication skills to address a wide variety of audiences.
- In-depth knowledge and understanding of university operations, administration, community, and mission.
- Ability to productively assemble, engage, and lead cross-functional teams.
- Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, communication, risk, and procurement components.
- Demonstrated resilience, diplomacy, influence, relationship building, and problem solving skills in a variety of situations.
- Keen grasp of interpersonal and impact awareness.
- Depth of knowledge in technical discipline/domain needed to deliver projects.

## Certificates and Licenses Required

- For IT domain: Project Management Professional (PMP) certified, completion of a Project Management Certificate program, or certification in process.

## Physical Requirements

- Frequently sit, perform desk based computer tasks, grasp lightly/fine manipulation and lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, write by hand.
- Rarely use a telephone, kneel, crawl, climb ladders, twist/bend/stoop/squat, reach/work above shoulder, grasp forcefully.

## Working Conditions

- May be exposed to extreme hot and cold temperatures, be exposed to high voltage electricity, radiation or electromagnetic fields, lasers, noise > 80dB TWA, allergens/biohazards/chemicals/asbestos, or heavy metals or work on roofs at heights greater than 10 ft.
- Travel locally and cross-university.

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