## IT Project Manager (Security)

Accountable to the Manager of the IT PM Office for all project related activities. The Project Manager plans, guides, and oversees the day-to-day internal activities that support the Project Management Office, and assists in the development of the master project schedule and all other project work plans.

Currently, we are seeking IT project management candidates with a passion for security.

**Activities:**

* Manage IT security consulting projects from start to finish following our project management methodology, including:
* Entering and managing project tasks and associated timelines in project management software
* Coordinating and attending project team meetings, both internal and client-facing
* Documenting meeting notes and distributing to team members
* Creating and distributing project status updates to clients and team members
* Identifying risks and issues to project quality, timelines, or scope
* Escalating appropriate risks and issues to technical leads, practice managers, managing partners or client project managers
* Following project closeout procedures including confirming client acceptance of final deliverables and ensuring documentation is uploaded to internal repository
* Perform full life-cycle project management for large and mid-range Microsoft-based development projects, responsible for all aspects of project, schedule, budget and resource management
* Liaise with the Project Management Office to ensure proper:
* Project set up and maintenance in project management software
* Accurate and timely team hours reporting internally and to clients
* Completion of project manager-owned project phase hand offs (internal alignment, client kick off, delivery, and closeout)
* Communicate regularly via formal and informal methods with our team and client team members to ensure:
* Client expectations are being met
* Projects are on track and on budget
* Team members have the tools, documentation, and inputs they need to be successful

**Requirements/Background/Experience:**

* Bachelor Degree in related field
* PMP Certification is a plus
* Minimum 3-5 years Project Management experience in a corporation or service firm
* Proficiency in Microsoft products: Outlook, Project, SharePoint, Visio, Word and Excel