

Software Project Manager

1. Responsibilities (Managerial & Operational)

- Planning, scheduling, budgeting, execution, and delivery of software and web projects
- Discussing potential projects and their parameters with Clients, Executives, and software developers
- Ensure shared understanding and alignment on product vision and project scope between the product development team, the product owner, and the business needs
- Planning out the technical documentation for software projects, including defining the scope, allocating resources, setting deadlines, laying out communication strategies, and indicating tests and maintenance
- Assembling and leading the project team
- Determining and overseeing consistent testing, evaluation, and troubleshooting of all products in all stages of completion
- Tracking milestones, deliverables, and change requests
- Being attentive to details
- Delivering completed software products to clients and performing regular checks on the products' performance
- Planning the total project budget, and reporting and updating the executive team on a regular basis
- Driving an Agile process and facilitate meetings with stakeholders, product owners, and the development team
- Enabling team productivity; ensure development is unblocked and the team has the resources required for success

2. Competencies (Soft Skills)

- Organizational skills
- Communication skills
- Problem solving
- Time management
- Decision making
- Negotiation
- Risk management
- Teamwork

3. Personnel specifications

- Higher education
- 3-5 years of related work experience, preferably in custom software development
- Strong organizational skills with an emphasis on efficiency and productivity
- Experience managing budgets and deadlines on multiple, medium-sized projects
- Proven ability to work directly with development, QA, and product teams on the development and release of software.
- Experience in Agile frameworks and methodologies (Scrum, Lean, Kanban, etc.)
- Ability to understand high-level requirements for user stories.
- Excellent verbal and written communication skills.