



**ESSENTIAL FUNCTIONS**

<b>%</b>	<b>Job Description</b>
	resources adhering to State and ADP policies and procedures and the systems development lifecycle; plan, direct, monitor, control, and measure project activities and resources; evaluate and report on the performance of project resources; report project status and updates to control agencies and executive management; work with stakeholders to resolve project issues; establish and facilitate effective communications for projects; report project status to control agencies, ADP management and stakeholders; manage the balance of scope, schedule, and resources to ensure project objectives are met consistent with quality assurance standards; determine when the work has been completed; manage and control project changes; identify and manage project risks; and, perform post-implementation evaluations.
20	Provide oversight of other project managers and business process managers to ensure compliance with project management best practices, State and Department standards, and approved plans, budgets, and schedules and updates ADP Project Management Framework as needed to ensure compliance with the OCIO Project Management Model.
10	Participate as a member of the IMSD leadership team on project management and technical issues, attending management and staff meetings, representing the Division and meetings with ADP management and external entities.
10	Assist with the development and implementation of IT policies, process, and procedures, and strategic planning for IMSD and ADP.
5	Maintain knowledge of technology trends, changes and advances.

**NON-ESSENTIAL FUNCTIONS**

<b>%</b>	<b>Job Description</b>
5	Other related IT analysis as required.