

#### 14. Position Summary

This position has a focus on IT Project and Portfolio Management (PPM) services. This position performs tasks supporting IT project management, business systems analysis, IT portfolio management, and enterprise IT communications. This position participates in the formulation of operational policies, standards and procedures that impact division IT project and portfolio management functions.

This position requires a basic, fundamental understanding of business analysis techniques, IT concepts and principles, IT project and portfolio management, general business principles and practices, and organizational mission and strategies.

This position provides support to IT Project Managers by assisting in the definition and development of IT project artifacts. This position performs business analyst services on IT projects, which involves interaction with other IT professionals, vendors, customers and managers.

This position acts as an analyst providing portfolio and project management support to professional staff and managers within the Division and provides support, training and expertise related to the DET IT Portfolio Management tools and data.

This position performs the research and analysis required for the development of reports, presentations, metrics and dashboards which support DET Senior Leadership communications with state IT and agency executives and enterprise IT stakeholders.

This position performs work under the close supervision of the Project Management Section Chief. The PM Chief or project manager assigns work to the position consistent with specific project and organization goals and objectives.

#### 15. GOALS AND WORKER ACTIVITIES

##### **A. Perform project management, business analysis, and project coordination activities on IT projects.**

A.1 Assist IT project managers by performing business analysis activities necessary to elicit IT project requirements.

A.2 Assist IT Project Managers with the development of project artifacts and deliverables including project business case, charter, communication plan, issues/risk log, status reports, and overall project plans.

A.3 Assist IT Project Managers with project scheduling and documentation as needed.

##### **B. Support and maintain the DET IT Portfolio consisting of DET IT projects and resources.**

B.1 Execute processes and procedures to ensure the DET IT portfolio accurately reflect the current state of the projects, resources, priorities and schedules.

B.2 Work with section staff and managers to identify and establish metrics to measure and evaluate project performance and delivery.

B.3. Interface with IT managers and teams reviewing the DET IT Portfolio. Identify potential issues and impacts on projects, resources, plans and priorities

B.4 Collect data on active and proposed projects, resource utilization and capacity and portfolio priorities. Design, develop and provide Portfolio reports as needed and requested by management

B.5 Participate in the definition, development and implementation of policies, procedures, standards, and guidelines associated with the management of software and tools hosting DET IT portfolio data.

B.6 Provide training to DET staff and customers on tools used to manage DET portfolio data.

**C. Support Division Communications thru the development of presentations, dashboards, reports, and metrics**

C.1 Assist DET leadership and project/program managers in the collection, analysis, and compilation of data associated with high visibility, critical projects and programs executed within DET.

C.2 Prepare reports, presentations, handouts, etc. supporting the delivery of data to agency stakeholders.

C.3 Define, develop and produce IT portfolio reports and dashboards supporting communications by DET leadership with Agencies, Executives and other DET customer/partner stakeholders.

**D. Professional development activities and support to the Bureau of Technical Architecture and Project Management leadership.**

D.1 Review new developments in information technology through on-going review of trade, technical and vendor publications.

D.2 Attend training sessions and vendor demonstrations concerning hardware, software and techniques with possible application for use within the enterprise.

D.3 Perform all duties as assigned, either by your supervisor or by his/her delegate in a timely and professional manner.

### **Knowledge and Skills:**

1. Knowledge of Microsoft Visio or similar.
2. Knowledge of Microsoft Excel including advanced features such as pivot tables and graphics.
3. Knowledge of Microsoft Project or similar
4. Knowledge of Portfolio Management software.
5. Communication skills including the ability to interact effectively with a wide range of colleagues including bureau leaders, project managers, and IT staff. Must possess excellent writing, verbal communication and listening skills.
6. Decision making skills including the ability to make quality, business appropriate and defensible decisions that can help to best serve internal customers and maximize job performance.
7. Problem solving skills including the ability to assist in discovering a problem's root cause and define potential solutions.
8. Analytical Skills including the ability to analyze problems and understand the necessary components of a solution.
9. Ability to adapt to the organization's unique challenges.
10. Knowledge of reporting functions.
11. Excellent computer skills.
12. Attention to detail.
13. Organizational skills.
14. Teamwork, ability to work effectively in a team environment.