Position Code
1. INFTPMR3

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** CENTER FOR SHARED SOLUTIONS (CSS)
4. Civil Service Position Code Description Info Tech Project Manager-3	**10. Division** ENTERPRISE PORTFOLIO MANAGEMENT OFFICE (EPMO)
5. Working Title (What the agency calls the position) INFO TECH PROJECT MANAGER 14	**11. Section** STATE UNIFIED INFORMATION TECHNOLOGY ENVIRONMENT (SUITE) CENTER OF EXCELLENCE
6. Name and Position Code Description of Direct Supervisor WOODLEY, WILLIAM J; STATE ADMINISTRATIVE MANAGER-1	**12. Unit** SOFTWARE ENGINERING PROCESS GROUP
7. Name and Position Code Description of Second Level Supervisor HOWELL, JAMIE M; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** ROMNEY BUILDING, 111 SOUTH CAPITOL AVENUE, / 8-5 ; Mon - Fri

14. General Summary of Function/Purpose of Position

The DTMB Center for Shared Solutions Enterprise Project Management Office (EPMO) supports the development, support, and maintenance of the State Unified Information Technology Environment (SUITE) policies, methodologies and supporting tools to provide organization-wide direction in the areas of IT investment, project management, and systems engineering. This position works with project teams to properly scope IT projects, programs, or portfolios to achieve business objectives and regulatory compliance. The employee provides independent and objective quality assurance for project funding, health, and performance throughout the project.

This position provides services that impact IT projects from all state agencies, including projects with high visibility and sensitivity. These projects typically have a large and diverse set of stakeholders, utilize vendor participation, and require coordination of multiple complex schedules and significant integration with other systems. The projects typically have durations of 6 months or longer with 20 more team members, require communication at the Agency Executive level, and failure to achieve business outcome present significant risks to the State of Michigan. This position will regularly interact with project management teams for status of budget, quality, and schedule, escalate issues and risks as needed to executives, and perform project quality assurance activities.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **75**

Perform assessments and deliver reports of project, program, and portfolio work to ensure compliance with SUITE and other objectives. Recommend and contribute to the development and maintenance of the SUITE methodologies. Participate in projects to draft, vet, and publish the methodologies with supporting guidance. Update and maintain procedures and tools used to assess project compliance with standards, procedures, and best practices of project management.

Individual tasks related to the duty:

- Execute processes for Process and Product Quality Assurance (PPQA) to monitor project quality to ensure project managers are providing quality management and delivery of project scope, benefits, cost, schedule, and adherence to standards, procedures, and best practices of project management.
    - Objectively evaluate performed processes, work products, and services against applicable SUITE process descriptions, standards, and procedures.
    - Identify and document noncompliance issues.
    - Provide feedback to project staff on the results of quality assurance evaluations.
    - Provide feedback to managers on noncompliance issues that are not addressed by project staff in a timely manner.
    - Ensure that noncompliance issues are addressed.
- Analyze data collected to identify weaknesses, deficiencies, and areas for improvement.
- Prepare and publish reports and dashboards to communicate findings, recommendations, and metrics.
- Prepare recommendations to improve performance, processes, and methodologies to ensure continuous improvement and reduction of risks to IT investments.
- Execute processes for tailoring services to advise project teams on a project or program's type, scope, and approach to determine which State Unified Information Technology Environment (SUITE) activities/deliverables are required and how they will be met.

Duty 2

General Summary: **Percentage:** **15**

Train, coach, and mentor project team members and stakeholders using different project approaches (e.g., agile, waterfall, and hybrid) throughout the project life cycle with focus on overall risk, budget, resourcing, scheduling, monitoring, and the appropriate use of the SUITE Methodology for the project type, scope, and approach.

Individual tasks related to the duty:

- Meet with project managers and project teams to provide training, coaching, and mentorship on how to conduct project management activities in alignment with the SUITE Methodology.
- Regularly review and release process updates, expand and refine services, tools, processes, and corresponding changes to the SUITE methodology, and training program.
- Develop and present training and provide coaching on the SUITE Methodology.
- Contribute to the design and development of SUITE communications including, but not limited to, monthly-to-quarterly newsletter, SUITE release communications, public, and internal Web/SharePoint sites.

Duty 3

General Summary: **Percentage:** **10**

Perform related functions, as needed, to contribute to the overall operation and objectives of the Department of Technology, Management & Budget (DTMB) and the Enterprise Portfolio Management Office (EPMO).

Individual tasks related to the duty:

- Attend staff meetings.
- Stay abreast of new technology and advanced concepts through training and professional development activities.
- Create standards, procedures, and templates for staff to use in their daily tasks.
- Serve on assigned task forces, special committees and/or research groups.
- Evaluate impact of new tools, languages, and upgrades on systems.
- Provide internal staff training.
- Other related duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determine the current state and the recommended target state for SUITE methodology artifacts and processes.

Decisions in support of and alignment with the DTMB standards and policies, including the SUITE methodology.

Decisions in planning, staffing, controlling, directing, and reporting that do not alter the scope, cost, or schedule of section activities.

Decisions leading to the proposed alternatives and recommendations that do not alter the scope, cost, schedule of section activities.

17. Describe the types of decisions that require the supervisor's review.

Changes to processes, policies, and standards.

When the recommendation for improvements may impact the Agency's strategic direction.

When the recommendation for improvements may impact project scope, cost, or schedule of section activities.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position operates in a normal office environment, performing duties within the assigned workspace.

Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms.

Work requires extensive use of personal computers including keyboards and monitors.

This position is subject to stress and pressure to resolve problems quickly and effectively.

Duties may involve lifting of 25 pounds or less

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.		N	Assign work.
N	Provide formal written counseling.		N	Approve work.
N	Approve leave requests.		N	Review work.
N	Approve time and attendance.		N	Provide guidance on work methods.
N	Orally reprimand.		N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position works with project teams to properly scope IT projects, programs, or portfolios to achieve business objectives and regulatory compliance. The employee provides independent and objective quality assurance for project funding, health, and performance throughout the project.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25. What is the function of the work area and how does this position fit into that function?

The DTMB EPMO provides not only project and portfolio management services for all SOM departments, but it is also responsible for maintenance and continuous improvement of SUITE. In response to an OAG audit and Lean Process Improvement (LPI) initiative conducted in 2016 the SUITE team was established within the EPMO. Software Engineering Process Group (SEPG) and Process and Product Quality Assurance (PPQA) are processes of the Capability Maturity Model Integration (CMMI) model that are generally recognized as a foundational component of high performing IT organizations that deliver on-time and on-budget solutions that meet or exceed customer expectations. This position functions as an expert project manager able to guide others to successful delivery of strategic projects and to leverage industry best practice and feedback from current SUITE methodology for continuous improvement.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with not less than 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management, or mathematics.

EXPERIENCE:

Three years of professional experience equivalent to an IT project coordinator.

Alternate Education and Experience Information Technology Project Manager 13 -15

Possession of a Project Management Professional, (PMP) certification may be substituted for the experience requirement. Possession of a Certified Associate in Project Management (CAPM) and/or Agile Certified Practitioner (PMI-ACP) certification may be substituted for 1 year of the experience requirement. Possession of SUITE Certification may be substituted for 2 Educational Credits

KNOWLEDGE, SKILLS, AND ABILITIES:

NOTE: The knowledge, skills and abilities listed are typical examples of the requirements to perform in the positions in this job classification. Not all knowledge, skills and abilities are required for every position, nor is it expected that all positions will require every knowledge, skill or ability.

Thorough knowledge of Project Management principles, concepts and practices.

Thorough knowledge of system development methods used for the development of new systems and enhancements to existing information systems.

Thorough knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.

Knowledge of IT audit, quality assurance, and independent verification and validation techniques.

Ability to work in a team environment involving matrix organizations.

Ability to resolve conflicting high-priority requirements.

Ability to communicate the needs of others effectively.

Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.

Ability to conduct training and informational sessions.

Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives. Ability to maintain favorable public relations and perform problem/issue resolution.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience or certification. (See Experience above)

Possession of a PMP Certification, or other industry-standard certifications in project, portfolio, or program management is highly desired.

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

_____   _____
                   Supervisor   **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

SHANITRA FLUELLEN   9/18/2024
_____   _____
        Appointing Authority   **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

_____   _____
                    Employee   **Date**