

Senior Project Manager Job Description

Duties and Responsibilities:

- Develop and implement project management programs which contain the details of a project
- Establish realistic goals and implement action plans for achieving set objectives
- Guide and direct project team members to ensure compliance with set standards, procedures, and guidelines
- Ensure availability of financial, material and human resources required to successfully complete a project
- Evaluate the progress of a project to detect limitations or faults in order to seek solutions to a more efficient process
- Monitor industry trends to identify changes in project strategies, tools, terminology and to adjust accordingly
- Develop internal communication strategies useful in ensuring communication between various departments of an organization
- Use specialized tools and techniques to delegate and ensure even distribution of tasks to project team members
- Oversee the recruiting and orienting of project personnel to ensure a capable workforce
- Prepare annual budgets, schedule expenditure, and initiate corrective action to meet financial objectives
- Participate in educational programs to update job knowledge and expand personal network
- Motivate team members to meet project goals by effectively carrying out their responsibilities
- Proffer solutions effective in meeting set targets and satisfying client requirements
- Conduct feasibility studies and oversee the selection of vendors
- Manage every aspect of a project, including its planning, communication, risk assessment, and resources.

Senior Project Manager Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a senior project manager, you require a Bachelor's degree in project management or in a related discipline. A Master's degree in the same field is also required for the job. Several years of experience in people and resource management are essential to the position. Completing a certification program from a recognized project management institute is also necessary for the job
- **Leadership Skill:** Senior project managers are able to direct the operations of a project unit to ensure set goals are achieved
- **Communication skill:** They communicate with project managers to relay information about a project to team members
- **Problem-solving skill:** They apply project management principles and methodologies in seeking solutions to project problems.