Software Program Manager

Work Scope

Software Program Manager is responsible for planning & overseeing projects to ensure they are completed in a timely fashion and within budget. Software Program Manager plan & designate project resources, prepare budgets, monitor progress & keep stakeholders informed the entire way. This is all done within the confines of a company's goals & vision. Software Program Manager is needed on a wide variety of projects, including construction, IT, HR & marketing.

Basic Responsibilities

1. Discussing potential projects and their parameters with clients, executives, and software developers.
2. Planning out the blueprints for software projects, including defining the scope, allocating resources, setting deadlines, laying out communication strategies, and indicating tests and maintenance.
3. Assembling and leading the project team.
4. Participating in and supervising each stage of the project.
5. Ensuring each project stays on schedule and adheres to the deadlines.
6. Creating a project budget and ensuring the project adheres to the budget as closely as possible.
7. Determining and overseeing consistent testing, evaluation, and troubleshooting of all products in all stages of completion.
8. Tracking milestones, deliverables, and change requests.
9. Serving as a liaison to communicate information regarding changes, milestones reached, and other pertinent information.
10. Delivering completed software products to clients and performing regular checks on the products' performance.

Required Skills / Abilities

1. Experience in project management with proven ability to operate under pressure with rigid time constraints. Owning projects & taking accountability for the overall project success.
2. Strong experience with project timeline creation and management, including relevant software.
3. Experience in coordinating complex cross-functional teams, improving team processes, organizing priorities and goals, and leading meetings.
4. Confident in making well-informed, effective and timely decisions.
5. Ability to effectively execute multiple projects and collaborate in a team environment.
6. Excellent written and verbal communication skills.
7. Self-motivated and demanding startup atmosphere, sometimes requiring extended hours.