

## **Assistant Project Manager & IT Lead Roles and Responsibilities**

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**Role:** To assist the Project Manager with managing the overall CSI Systems Redesign Project and act as primary IT Lead.

- Assist the CSI Project Manager with managing the DMV CSI Systems Redesign Project. Assistance includes, but is not limited to:
  - Develop and maintain project plans and schedules.
  - Track and manage schedules, workstream approaches, deliverables, costs, etc.
  - Manage major work processes (such as the procurement process).
  - Ensure project is on schedule, on budget, with expected results, to the satisfaction of project stakeholders.
  - Identify appropriate funding and human resource needs.
  - Review and recommend methodologies and approaches. Resolve conflicts affecting the project's resources, schedules, etc.
- Support the Project Manager by:
  - Provide input to make project decisions as needed (requirements, changes, approach, schedules, etc.)
  - Assist with controlling cost and schedule.
  - Help to manage and mitigate project risk.
  - Ensure quality of project work.
  - Assist in the management of scope.
  - Assist in the management of the overall work plan and individual workstreams.
  - Ensure that project management practices are used (agendas, minutes, status reports, communication, etc.)
  - Set reasonable, challenging, and clear expectations for people, and holding them accountable.
  - Help to build a high-performing team.
  - Influence customers and team members to get buy-in on decisions that will lead to the success of this project.
- Perform direction and leadership to the CSI Project team in the absence of the CSI Project Manager.
- Manage the CSI solution procurement process from development of the Request for Proposal to assessment of the vendor responses and contract development.
- Manage the CSI budget and all CSI related contracts.
- Review and process all contractor invoices.
- Act as liaison to the ITS group by managing the CSI development opportunities within the framework of the ITS portfolio.
- Act as liaison to VITA in support of procurement process, project reporting requirements, and necessary approvals.