

Project Manager Roles and Responsibilities

Role: To lead, direct and oversee the CSI Systems Redesign Project

- Responsible for management of the DMV CSI Systems Redesign Project.
- Manage the project schedules, workstream approach plans and costs to ensure that the project is successfully executed, completed on time, within budget, and at an acceptable level of quality.
- Ensure that the project is effectively and efficiently managed to the satisfaction of all project stakeholders.
- Provide leadership, guidance, and direction to the CSI Systems Redesign Team, including core team direct reports, supplemental contractors, the CRM Champions, the Communications liaison(s), the Proofs of Concept leads, and the Business Rules Extraction team leads.
- Act as lead liaison between and among the following groups: the Project Sponsor, the Executive Oversight Committee, the Project Team, the Change Management Governance Board, the HR Organizational Change Management team, the IT Strategic Plan team, the Data Clean-Up team, and all contractors related to the CSI project.
- Identify appropriate funding and human resource needs to support redesign effort.
- Manage the Project Plan.
- Plan and assign work to the project team staff.
- Identify, track, and manage open Actions, Issues and Task assignments for the project.
- Develop and manage Risk Mitigation Strategies for all project issues and risks.
- Ensure appropriate communication with the Project Sponsor, the Executive Oversight Committee, the change Management Governance Board, the HR Organizational Change Management team, the IT Strategic Planning team, other DMV Leadership, and the DMV staff in general.
- Daily management responsibilities include:
 - Provide direction, leadership, and support to project team members
 - Use, develop, and improve the project management methodology within the agency
 - Provide teams with advice and input on tasks throughout the project, including documentation, creation of plans, schedules, and reports
 - Resolve conflicts affecting the project's resources, schedules, etc.
 - Develop and implement strategies to achieve customer and team member buy-in on decisions that will lead to the success of this project
- Collaborate with ITS and operational staff to obtain commitment to this project.
- As needed, interface with the Secretary, VITA, and the Information Technology Investment Board (ITIB), providing updates on the CSI Systems Redesign Project.
- Manage the procurement process and selection of a vendor for Phase 3.