

# Recruitment of IT Project Manager

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Detail Plan and Status

# Project Plan

Activities	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Status	Remarks
HR Approval to Recruit	█															Completed	
Job Description finalization	█	█														Completed	Slide 3
Head Recruitment Approval			█													Completed	
Publish Requirements (JD)				█												Completed	
Receive Resumes					█	█	█	█								Completed	Slide 4
Profile Matching									█							Completed	Slide 5
Interview Schedule										█	█	█	█				
Release Offer Letter														█	█		

- Notes

- Project schedule can get impact due to the sudden interruption in Global Business

# Finalized Job Description

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30-03-2020

## **Information Technology (IT) Project Manager Job Responsibilities:**

Maintains information technology strategies by managing staff; researching and implementing technological strategic solutions.

## **Information Technology (IT) Project Manager Job Duties:**

- Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Directs technological research by studying organization goals, strategies, practices, and user projects.
- Completes projects by coordinating resources and timetables with user departments and data center.
- Verifies application results by conducting system audits of technologies implemented.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

## **Information Technology (IT) Project Manager Skills and Qualifications:**

Technical Management, Technical Understanding, Analyzing Information , Informing Others, Staffing, Problem Solving, Data Center Management, Developing Budgets, Coordination, Strategic Planning, Quality Management

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# Resume Received

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Resume 1



Resume 2



Resume 3



Resume 4



Resume 5

# Job Requirements

SL No	Requirements	Description
1	Role	IT Project Manager
2	Skills	Technical Management, Technical Understanding, Analysing Information , Informing Others, Staffing, Problem Solving, Data Center Management, Developing Budgets, Coordination, Strategic Planning, Quality Management
3	Experience	12 years
4	Availability	1 month

# Profile Match

SL No	Name	Email	Phone No	Primary Skills	Secondary Skills	PMP Certification	Experience	Availability	Rank
1	<Resume 1>	xxxxxx	xxxxx	IT Infrastructure project management Service Delivery Management	Retail Industry Client Coordination	Yes	12	2 months	2
2	<Resume 2>	xxxxxx	xxxxx	IT Infrastructure project management Service Delivery Management	Architecture design, software development	Yes	15	2 months	1
3	<Resume 3>	xxxxxx	xxxxx	Software project management Project Planning and Execution	Software development, Telecom Industry	No	12	1 month	4
4	<Resume 4>	xxxxxx	xxxxx	Program Manager- Multiple project management, Consulting projects	Software development	No	10	immediate	5
5	<Resume 5>	xxxxxx	xxxxx	Software project management Project Planning and Execution	Software development, Telecom Industry	Yes	13	2 Months	3

# Interview Plan

SL NO	NAME	TECHNICAL ROUND DATE	TECHNICAL ROUND FEEDBACK	MANAGEMENT ROUND DATE	MANAGEMENT ROUND FEEDBACK	HR ROUND DATE	FINAL DECISION
1	<Resume 1>	13 Feb 2019	Yes	20 Feb 2019	On hold		Wait list
2	<Resume 2>	12 Feb 2019	Yes	20 Feb 2019	Yes	1 March 2019	Wait list
3	<Resume 3>	15 Feb 2019	No				To be stored in database
4	<Resume 4>	15 Feb 2019	Yes	20 Feb 2019	No		To be stored in database
5	<Resume 5>	14 Feb 2019	Yes	21 Feb 2019	Yes	1 March 2019	Offered

## Interviewer's Name

- Technical Interview: Mr. Joe Smith, Ms. Kathrine Lamb
- Management Interview: Mr. Srikanth S
- HR Interview: Mr. George Smith