

# Project Delivery Manager NEEDED (Wilmington, DE)



Location **Delaware**  
<https://www.genclassifieds.com/x-653474-z>

## Overall Job Purpose

This purpose of this role is to support the Work Stream Lead and Lead Delivery Manager. The Delivery Manager manages the interaction of external teams who are accountable for delivering infrastructure, capacity or roadmap items as required for individual projects within the programme.

## Key Accountabilities & approximate time split (%)

(Ideally 4-10 points or headings with sub-points. Quantify where possible e.g. cost/income budget, no of subordinates, likely no of yrs/mths to complete longest task. Could note key external/internal lateral relationships) -- Providing locked in dates for externally delivered infrastructure, capacity or roadmap items to enable E2E PMs to plan their project delivery

- Manages the resultant project milestones and feeds into the programme level milestones
- Chairs project meetings as required with the E2E PM and external teams to ensure each project is on track and internal priority is understood
- Completes project report on a weekly basis
- Manages the project RAIDs log and escalates items to the Workstream RAIDs log
- Manages relationship with Global Engineering Teams, tracks deliverables and provides updates to the Programme and WS leads.
- Management/Co-Ordination of server build teams
- Understanding of the Infrastructure build life cycle
- Captures new requirements for review that come out of project engagements and discusses these with the appropriate product managers as to whether they are valid requirements to be accepted into BAU or do not meet with strategic roadmap.
- Manages the resultant engineering delivery milestones and impact on the wider programme team feeds into the programme level milestones where there are dependencies.
- Completes project reports on a weekly basis
- Builds effective working relationships with stakeholders.

-- Ensure projects are delivered right first time with robust tools, systems and technological platforms  
 Co-ordinate with the global engineering teams and vendors to ensure right team is working on the right components at the right time and on the expected milestones

Raise any change requests through the appropriate approvals for implementation and delivery

Ensure effective handover of BAU support

-- Delivery Manager will need to leverage project management expertise to ensure a detailed project plan is in place, appropriate milestones are set and each team member has a clear role in delivering the project.

Person specification

(Personal attributes essential to performing role: e.g. skills, competencies, expertise knowledge, and experience. Note: experience not to be time-bound) -- Previous experience of project or delivery management

-- Technical understanding of Windows Infrastructure within an enterprise class entity

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- Good stakeholder and customer relationship management
  - Good written and verbal communication skills
  - Innovative and easily adaptable
  - Excellent people management skills

Technology/Technical skills e.g. skills, competencies, expertise, knowledge, experience. Technical Skills / Understanding

- Technical understand of Windows infrastructure within an Enterprise class entity

#### Operating System

- Windows 2008 Server
- Windows 2003 server
- Windows 7
- Windows XP
- Citrix XenApp Server

#### Software

- Office 2007
- Office 2010
- Virtual Infrastructure
- VmWare Esxi

#### Server Management

- Virtualisation & consolidation
- DR & Backup Management
- MS MOM
- SCCM
- OS & Hardware Upgrade

#### Technologies

- TCPIP
- DNS
- DHCP
- WINS
- Infoblox

#### Skills

- Change Management
- Incident & Problem Management
- Technical Project Management
- Stakeholder Management
- Resource Management
- Vendor Management
- Software packing & Distribution
- ITIL
- Prince 2

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Requirements -- Must have IT system delivery management experience

- Must have IT project management experience with large enterprise projects and managing multiple projects at once
- Previous experience in Finance/Banking working for other leading Financial companies or other large, complex and technology led organisations
- Must have a fully operational skillset in project management
- Experience in working with offshore teams