

## **Software Engineering Resource Manager Job Description**

The DNP software engineering team in Charlotte, NC is looking for an experienced software resource manager with excellent project management skills, strong communications skills and a deep desire to deliver for customers. The successful candidate will be a Microsoft Project ninja, with the ability to plan/track multiple projects and manage resource allocation between projects for software engineering, configuration management and quality assurance teams. This is a great opportunity for a project manager who is excited by 'herding cats' in a fast-changing environment.

### **Job Responsibilities:**

- Coordinates and schedules work for development teams. Includes coordinating with stakeholders, enforcing priorities, raising issues and communicating delays.
- Manage resource allocation across projects and teams (engineering, quality assurance, etc.)
- Define project tasks and resource requirements
- Plan and schedule project timelines
- Work closely with product managers and lead engineers to help remove roadblocks and bottlenecks.
- Implement and manage project changes and interventions to achieve project outputs
- Constantly monitor and report on progress of projects/deliverables to all stakeholders
- Participates in and/or facilitates project review/project meetings.
- Facilitation of regular Change Control Board (CCB) meetings to review open issues, get status and allow a forum for re-prioritization.
- Drive the post-implementation project review process, including project evaluations and assessment of results
- Work with Director of Engineering for capacity planning, feasibility and impact analysis of new development projects.
- Facilitate the definition of project scope, goals and deliverables

### **Required Experience**

- 5+ years of IT resource/project management experience within a software development environment
- Experience driving and being accountable for successful project delivery within a matrix organization
- Good working knowledge of PMBOK, SDLC, AGILE, RAD or other software project management methodologies
- Expert knowledge of MS Project, with particular emphasis on resource planning/tracking
- Good Command of Excel, PowerPoint, Visio
- Working knowledge of basic software development methodologies such as Waterfall and Agile/Scrum
- PMP Certification is a plus