PROJECT MANAGER QUALIFICATIONS - 4910.1

(~~New~~Revised: ~~05/2016~~07/2026)

Project Managers are responsible for leading the project team to meet and achieve project objectives on time, on budget ~~and~~ within defined scope and quality standards. Assigning a skilled Project Manager (PM~~)is~~) is of critical importance to the success of Information Technology (IT) projects. The Agenc~~iesy~~/state entity~~ies~~ must assign ~~Project Managers~~PMs with the qualifications and skills commensurate with the complexity of the IT project they are managing. ~~Assigning a skilled Project Manager is of critical importance to the success of IT projects.~~ The Agency Information Officer (AIO) or the ~~Department~~state entity Chief Information Officer (CIO), as appropriate, is responsible for ensuring that a ~~Project Manager~~PM possesses the appropriate qualifications before being assigned to an IT project.

~~Project Management qualification requirements may be met through formal training, certification in industry stated project management, or previous experience.~~ A ~~Project Manager~~PM must have knowledge and ability to ensure compliance with state policies and procedures related to project management. ~~Project Manage~~PM~~r~~ qualification requirements may be met through formal training, industry standard certification in project management, or previous experience. The California Department of Technology (Department of Technology) may require, at any time, the A~~a~~gency/state entity to provide evidence of the Project Manager's certification, training or previous project management experience. The following Project Manager qualification requirements are based on a~~the~~ project's ~~Complexity~~ complexity ~~Rating~~ rating ~~and a~~(SIMM 45) as assessed by the Department of Technology~~IT Project Oversight Division through the Project Approval Lifecycle~~:

Low Complexity Projects – The Project Manager ~~(PM) should~~ is expected to have some training in project management methodology and project management tools. ~~In addition, t~~The P~~roject~~ M~~anager~~ ~~should also~~must be skilled at meeting timelines, and possess demonstrated leadership, organizational, critical thinking, and interpersonal skills.

Medium Complexity Projects – Projects that typically incorporate more than one technology type or functional group, therefore ~~I~~in addition to the ~~requirements~~ qualifications identified for low complexity projects, the ~~Project Manager~~PM ~~should~~ is expected to have substantial project management training and experience leading several low complexity project efforts through all phases of the project lifecycle requiring the effective management of people and technology. The Project Manager ~~should~~must exhibit ~~have~~ proficiency in leadership, organizational, critical thinking, managing budgets, internal and external stakeholders, and vendors, and must . ~~management, and Information Technology~~~~Medium complexity projects typically incorporate more than one technology type or functional group, and the Project Manager needs to~~ be able to manage several cross-~~different~~functional groups with multiple ~~different~~programmatic ~~needs~~requirements.

High Complexity Projects – ~~HighLarge complexity p~~Projects ~~are those~~ that are ~~A~~agency/state entity-wide or extend beyond the Agency/state entity itself. The ~~Project Manager~~PM ~~should~~ must have previous experience managing a high complexity project or demonstrated proficiency managing several large-scale medium complexity projects with multiple cross-functional or multi-departmental teams responsible for software development and system integration. The Project Manager ~~should~~ is expected ~~possess advanced~~ be certified as a ~~project management certifications~~Project Management Professional (PMP)~~,~~ or hold similar industry standard project management certification or college degree that the Agency/state entity deems commensurate with the knowledge and experience required. ~~and should have been directly responsible for all knowledge areas across all process groups for high-profile medium complexity project engagements and be well recognized for their efforts. The project manager must also have knowledge of various approaches to system development/replacement, procurement, contract management, personnel management, supplier management, stakeholder management, operation support, and Organizational Change Management~~The Project Manager must ~~should~~ have significant strategic leadership, organizational expertise, and demonstrated communication skills to liaise with internal and external executive stakeholders and control agencies. A P~~p~~roject M~~m~~anager at this level must have the business and technical acumen ~~be able~~to fully understand the technology being used but not necessarily be an expert in it.~~Project managers will be spending most of their time working the planning and controlling aspects of the project as well as dealing with the "political" issues. Delegation,time management, and interpersonal skills are keys to succesThe AIO or the Department CIO, as appropriate, is responsible for ensuring that project managers possess the appropriate qualification before their assignment to an IT project. The Department of Technology may require, at any time, the Agency/state entity to provide evidence of the Project Manager's certification, training or previous project management experien~~