## Project Management Family

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<th>Level</th>
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<th>Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 56E   | Project Management  | Bachelor’s degree 3+ years of project management Leadership experience | - Defines requirements of given project and ensures adequate resources  
- Monitors progress and oversees adherence to time frames and costs throughout the project  
- Evaluates and revises project plan throughout lifecycle  
- Creates sections of a large project plan or an entire small sized project plan  
- Accountable for successful completion of project within a particular budget and time frame | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Manages and fully accountable for sections of a large project or a small sized project in a department or center. | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Oversee/Direct the work of others: Typically assigns work to staff personnel. Sets schedules and timelines for others to meet. |