Group

• Technology Program Office

Hiring Manager: Program Manager

Location Address: 2201 Eglinton Ave East (may have to go downtown to Scotia plaza once a week) Contract Duration: 02/26/2018 to 08/25/2018- will likely get extended

Number of Positions: 1 Schedule Hours: 830-5pm (flexibility required to work on evening/weekends)

Overtime: No

• Business group: Global Technology Services' Technology Program Office requires an Infrastructure Project Manager to oversee the application of project management methodology during all phases of the project cycle, with responsibilities that include project design, scope management, cost control, quality, risk management and performance reporting. The activities being performed by this Project Manager are directly related to the installation and configuration of network devices and equipment, and is therefore capitalized. The Data Centre Network Obsolescence Project (end of life) will address network equipment obsolescence in the Data Centre and Global Banking Market Network Services environment within Canada, USA, Europe and Asia for both 2017 and 2018 expiring network devices.

• Reason for request: Workload/Project need. TPO does not have sufficient resources to support this critical initiative.

Responsibilities:

• Important Note: There is a high volume of end of life devices that need to be refreshed so frequent weekend implementations will be required. All Production implementations are scheduled after business hours and on weekends (approx. 2 times per month). It is mandatory that the PM is available to coordinate, manage and engage in implementations after business hours and on weekends.

- 60% of the PM's time will be allocated to Data Centre Network Obsolescence project while 40% will be allocated to other network infrastructure projects.

• Develop, track and manage project budget, project plans, timelines and scope using MS Excel and MS Project.

• Manage project resources task completion including developing, motivating, coaching and advising.

• Work with technical and business teams to identify applications that will be impacted by network changes.

• Partner closely with other members of functional business teams to review application business requirements to set up implementation dates • Ensure business groups has appropriate test plans for migrations

• Lead teams of technical resources in the delivery of high-quality solutions that meet business needs.

• Adhere and ensure team is following the Data Centre End of life Process Guide

• Facilitate pre-migration walkthrough meetings and implementations • Set up and host war room meetings after migrations • Monitor and control finances and scope to ensure cost-benefit analysis is aligned with the business case.

• Ensure appropriate project management processes are being utilized.

• Make presentations to steering committees or project sponsors as required.

Must Have Skills:

•IT Project Manager (5+ years’ experience delivering technology and business application solutions in a large-scale, multi-platform systems environment).

•Network Infrastructure (5+ years’ experience with Cisco networking devices such as routers, switches, firewalls, etc.) •Data Centre environment (5+ years’ experience).

•MS Project, MS Excel, MS Powerpoint (5+ years’ experience).

•FI/Banking Industry experience.

• Ability to multi-task in a fast paced environment under pressure • Understanding of financials within a project • Ability to communicate well with business and technical stakeholders

Nice-to-Have skills:

• PMP/PMI designation

• Good understanding of how to troubleshoot in an IT environment

Degrees or certifications:

•Bachelor's degree in a technical field such as computer science, engineering, business or related field required.

•MBA or other related advanced degree preferred.

•Overall 5-7 years’ experience as an IT Project Manager for network / infrastructure projects.

Additional Notes: having technical knowledge/ experience is important, needs to understand tech when team speaks about it. Look for telco experience (All stream, Rogers, Bell). 5 years PM experience. This resource needs to have good network infrastructure experience.