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| **SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – PROJECT MANAGER/SCRUM MASTER** | | | | | | |
| **Sector** | Infocomm Technology | | | | | |
| **Track** | Strategy and Governance | | | | | |
| **Sub-track** | Program and Project Management | | | | | |
| **Occupation** | ICT Project Manager | | | | | |
| **Job Role** | **Project Manager/Scrum Master** | | | | | |
| **Job Role Description** | The Project Manager/Scrum Master plans projects and takes ownership of the successful implementation and achievement of project objectives. He/She defines project resources, manages project progress, and facilitates interaction and tasks of various parties to reduce the risk of overall failure. He develops and identifies advances/opportunities in project management to improve timely delivery of projects and efficient use of resources. He ensures the adoption of Scrum process framework and practices.  He works in a team setting and is knowledgeable of Agile practices and methodology, project management methodologies and tools, as well as Scrum process framework.  The Project Manager/Scrum Master is an effective team player who manages project timelines, stakeholders, deliverables and resources in a structured manner. He adopts an analytical and strategic approach in developing and communicating solutions that meet project objectives and stakeholder needs. | | | | | |
| **Critical Work Functions and Key Tasks** | **Critical Work Functions** | **Key Tasks** | | | | |
| **Develop project plans** | Conduct cost-benefit analysis and develop project plan | | | | |
| Review project plans to determine time frame, funding limitations, procedures for accomplishing projects | | | | |
| Estimate budgetary needs based on the project scope and anticipate future budget challenges | | | | |
| Assess consolidated project plans for dependencies, gaps and continued business value | | | | |
| **Oversee program implementation** | Plan and manage project compliance requirements and adherence to governance structures | | | | |
| Evaluate and address external business environment changes for impact on project scope | | | | |
| Plan and manage project closure and/or transitions | | | | |
| Conduct project reviews to recommend changes to project schedules, cost or resource requirements | | | | |
| Document and track project scope, changes, issues and risks that affect implementation | | | | |
| Facilitate the daily stand-up to achieve team consensus | | | | |
| Eliminate conflicts and assist in developing solutions to manage roadblocks | | | | |
| Refine and manage the product backlog | | | | |
| **Manage people and organisation** | Manage project budget, work allocations, manpower and resourcing needs for the team | | | | |
| Develop team members through ongoing coaching, mentoring and career discussions | | | | |
| Drive performance management practices within the team in accordance with organisational policies and procedures | | | | |
| Develop initiatives to support the continuing competence and professional development of the team | | | | |
| Facilitate discussions, problem solving and conflict resolution | | | | |
| **Skills and Competencies** | **Technical Skills and Competencies** | | | **Generic Skills and Competencies** | | |
| Agile Coaching | | Level 4 | Transdisciplinary Thinking | | Advanced |
| Budgeting | | Level 3 | Interpersonal Skills | | Intermediate |
| Business Agility | | Level 4 | Sense Making | | Advanced |
| Business Environment Analysis | | Level 2, Level 3 | Resource Management | | Advanced |
| Business Needs Analysis | | Level 2, Level 3 | Virtual Collaboration | | Advanced |
| Business Performance Management | | Level 3 |  | | |
| Business Requirements Mapping | | Level 3 |
| Business Risk Management | | Level 3 |
| Change Management | | Level 3 |
| Contract Management | | Level 3 |
| Data Analysis | | Level 2, Level 3 |
| Data Visualisation | | Level 3 |
| Design Thinking Practice | | Level 3 |
| Emerging Technology Synthesis | | Level 3 |
| Learning and Development | | Level 4 |
| Manpower Planning | | Level 3 |
| Networking | | Level 3 |
| Partnership Management | | Level 3 |
| People and Performance Management | | Level 3 |
| Process Improvement and Optimisation | | Level 3 |
| Project Management | | Level 3, Level 4 |
| Solution Architecture | | Level 4 |
| Stakeholder Management | | Level 2, Level 3 |
| Strategy Implementation | | Level 3 |
| **Programme Listing** | For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict | | | | | |
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| The information contained in this document serves as a guide. | | | | | | |