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	**Key Tasks**
Critical Work Functions and 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

	Technical Skills and Competencies		**Generic Skills and Competencies**	
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 Analytics	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			

The information contained in this document serves as a guide.