

Coordinator



IT Project Coordinator

Short description

IT Project Coordinators manage IT projects and project segments by specified objectives and within specified resources.

Work area and tasks

IT Project Coordinators direct and monitor the requirements, framework conditions and progress of IT projects, having either a limited time frame or involving a limited number of personnel [up to six people]. They ensure development of products and services to customer requirements within the specified resources. IT Project Coordinators define goals and the basic procedure while at the same time utilizing the predefined frame in a flexible way. IT Project Coordinators closely work with specialists from the field of development, the users and customers, produce goal and target specifications, solve any conflicts that arise and minimise potential risks. They direct technical and personnel resources to ensure project results conform to quality, time and budgetary stipulations. They provide working conditions that permit project personnel to implement the development work in the most cost-effective manner.

Their activities are thus typified by uncertainty [information uncertainty], changes at short notice, surprise developments and a rather unsettled environment. IT Project Coordinators maintain an appropriate relationship with customers and ensure that the project results are comprehensible to management or steering committee. IT Project Coordinators provide leadership and direction for the project team.

Reference process (chart on the back side) →

Profile-typical Work Processes

- | | |
|---|---|
| 01. Development of a rough project concept | 08. Organization of the development processes |
| 02. Carry out a preparatory study | 09. Organization of the information processes |
| 03. Specification of the project contract | 10. Organization of the project launch ("Kick-Off") |
| 04. Maintain contact with the customer | 11. Planning and performing of sub-projects |
| 05. Keeping and maintaining of a project file | 12. Delivery of the project results to the customer |
| 06. Development of project marketing strategies | 13. Secure the project experiences |
| 07. Reducing the project risks | |

Characteristic Areas of Competency

The ability to perform the profile-typical work processes requires varying degrees of proficiency in the following areas of professional competency. Various levels of knowledge and ability and a range of typical methods and tools have been assigned to the areas of competency.

» Profile-specific competencies requiring routine knowledge:

project specification, project monitoring,
 risk management, liability,
 personnel procurement,
 team building, liaison,
 team management,
 conflict and crisis management.

» Group-specific competencies requiring in-depth proficiency:

methods and tools for software development,
 engineering processes,
 development standards [performance, security, availability, innovation],
 project planning and management,
 quality standards,
 presentation,
 conflict management.

» Universal competencies requiring fundamental proficiency:

company objectives and customer interests,
 problem analysis and solution,
 communication, presentation,
 conflict recognition, resolution,
 foreign-language communication [English],
 project organisation, cooperation,
 time management, task planning and prioritising,
 act economical,
 self-teaching, learning organisation,
 innovation potentials,
 data protection, security,
 documentation, standards,
 quality assurance.

Qualification requirements

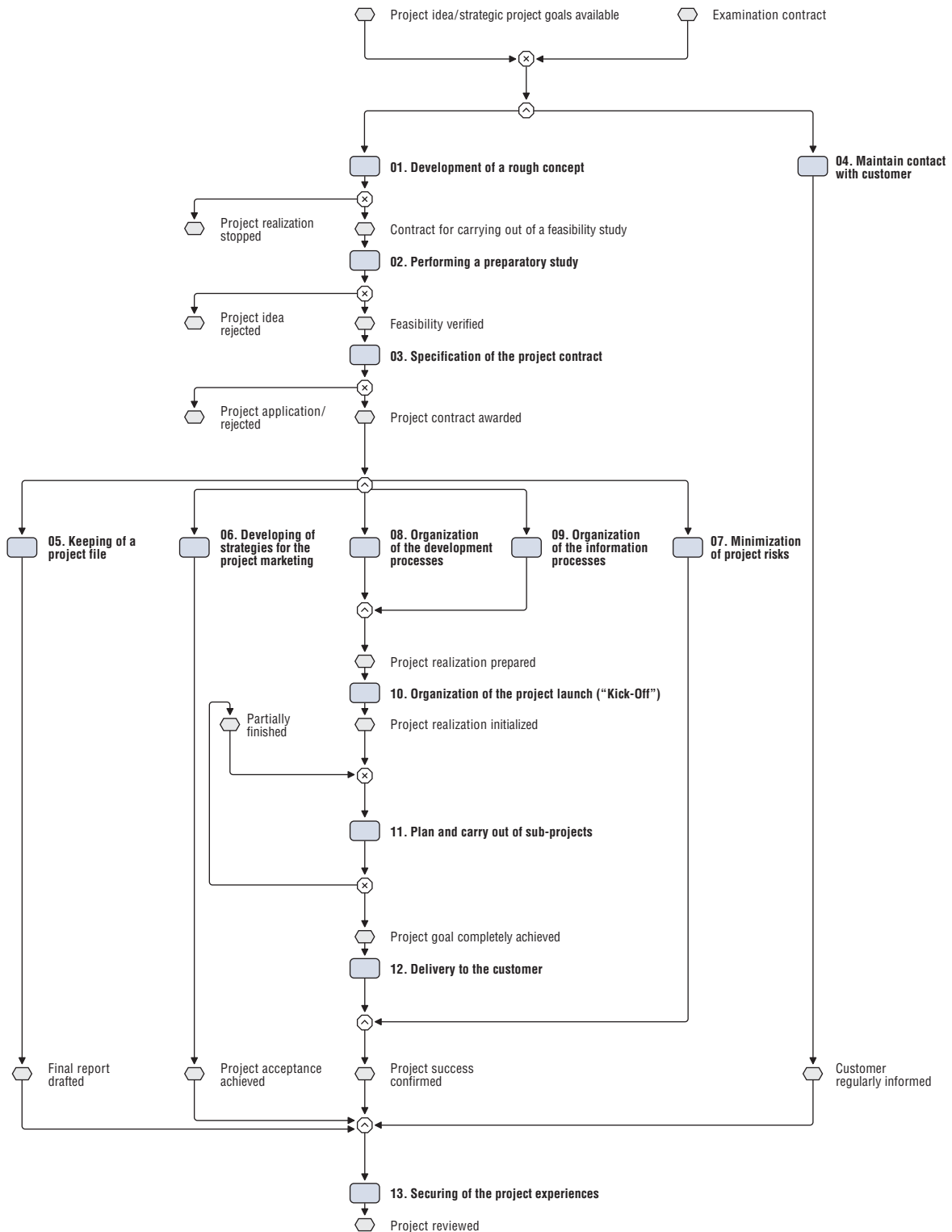
In general an adequate level of qualification on the basis of relevant job training or job experience is required.



For further informations about certification look at www.kibnet.org

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Reference process of an IT Project Coordinator



IT PROJECT COORDINATOR
COORDINATOR

LEGEND

- activity/subprocess
- event: release activities or subprocesses and is their outcome
- interface to co-operators
- AND relation
- OR relation
- XOR relation ("exclusive OR", enables only one of the associated process paths)