Minnesota Dual-Training Pipeline

Competency Model for Information Technology
Occupation: IT Project Planner/Manager

Employer-Specific Requirements

Occupation-Specific Competencies*
- Define/implement IT strategy
- Analyze IT projects
- Coordinate projects
- Provide consultation and technical expertise
- Manage complex reporting/data analytics
- Oversee system administration

Industry-Sector Technical Competencies*
- IT business analysis
- IT program and IT project management
- Technology and business/industry trends & changes/future of IT
- Problem solving
- IT business process design/automation
- Project management methodologies

Industry-Wide Technical Competencies
- Principles of information technology
- Databases, applications compliance
- Networks, telecom, wireless and mobility
- Software development and management
- User and customer support
- Digital media and visualization
- Risk management, security and information assurance

Workplace Competencies
- Business fundamentals
- Teamwork
- Innovative thinking
- Planning and organizing
- Problem solving and decision making
- Working with tools and technology

Academic Competencies
- Reading
- Writing
- Mathematics
- Science
- Communication
- Critical and analytic thinking
- Fundamental IT user skills

Personal Effectiveness Competencies
- Interpersonal skills and teamwork
- Integrity
- Professionalism
- Initiative
- Dependability and reliability
- Adaptability and flexibility
- Lifelong learning

*Pipeline recommends the Industry-Sector Technical Competencies as formal training opportunities (provided through related instruction) and the Occupation-Specific Competencies as on-the-job training opportunities.
Competency Model for I.T. Project Planner/Manager

IT Project Planner/Manager — responsible for overseeing the process of planning, organizing, allocating resources for, budgeting and successfully executing an organizations’ specific information technology pursuits and goals.

Industry- Sector Technical Competencies

- **IT business analysis** – Understand techniques used to work as a liaison among stakeholders to recommend solutions that enable the organization to achieve its goals.
- **IT program and IT project management** – Able to prioritize incoming projects, plan, organize, implement, lead, and control the work of a project to meet objectives.
- **Technology and business/industry trends and changes/future of IT** – Understand the management and organization of information within business. Strategies to gain a competitive edge in technology growth areas.
- **Problem solving** – Know how to define and analyze root cause of problems, generate multiple solutions, evaluate, and select the solution that best fits the organization and implement and follow up with success.
- **IT business process design and automation** – Understand the strategy a business uses to automate processes efficiently. Can consist of integrating applications, restructuring labor resources, and using software applications.
- **Project management methodologies** – Proficient at project management methodologies and knowledgeable about which to use in various circumstances.

Occupation-Specific Competencies

- **Define IT strategy** – Understand the long-term action plan for achieving a goal, set in the context of a rapidly changing technology environment. Plan must have measurable links to a business strategy.
- **Implement IT strategy** – Able to execute an IT plan, idea, model, design, specification, standard, algorithm or policy.
- **Analyze IT projects** – Understand techniques aimed at verifying what costs the project has incurred, what activities are finished and whether project team members have experienced problems with equipment or functions. The team can take corrective action if the analysis reveals discrepancies.
- **Coordinate projects** – Know how to accomplish work requirements by orienting, training, assigning, scheduling, and coaching employees. Meet work standards by following production, productivity, quality, and customer service standards.
- **Provide consultation and technical expertise** – Understand how to work with clients who are seeking expert knowledge and advice about business and IT problems.
- **Manage complex reporting/data analytics** – Know how to inspect, clean, transform, model and report complex data with the goal of discovering useful information, suggesting solutions, and supporting decision making.
- **Oversee system administration** – Understand how to upkeep, configure, and operatetechnical systems. Ensure that the performance, resources, and security of the technology meets the needs of the users without exceeding the budget.
# I.T. Project Planner/Manager Training Plan

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<th>Related Instruction Competencies</th>
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