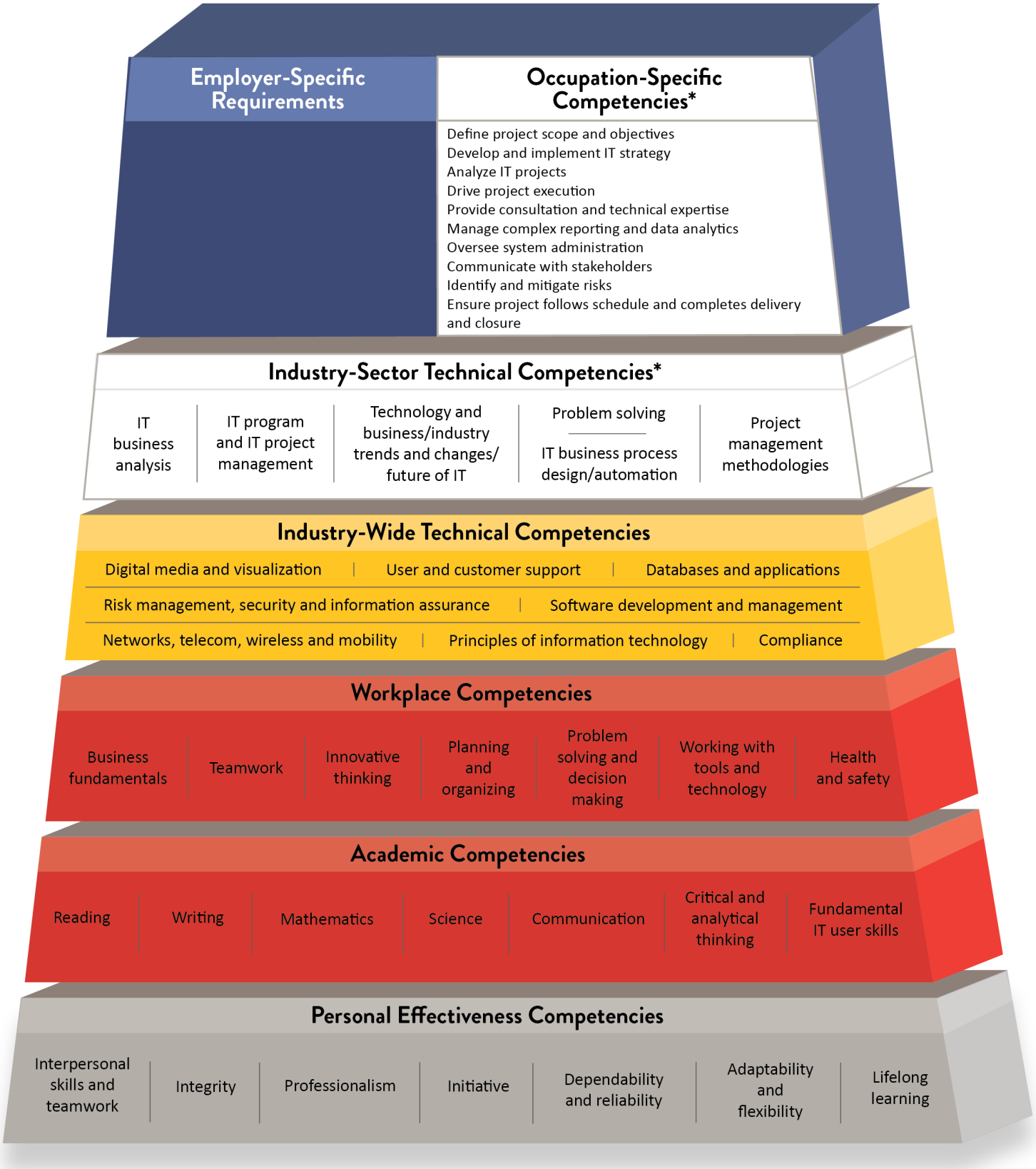
Minnesota Dual-Training Pipeline

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



Based on: Information Technology Competency Model, Employment and Training Administration, United States Department of Labor, February 2025. For more detailed information about competency model creation and sources, visit dli.mn.gov/business/workforce/information-technology.

Competency Model for Information Technology Project Planner/Manager

Information Technology Project Planner/Manager – An individual who is responsible for overseeing the process of planning, organizing, allocating resources for budgeting and successfully executing an organization's specific information technology projects and goals.

*Pipeline recommends the Industry-Sector Technical Competencies as formal training opportunities (provided through related instruction) and the Occupation-Specific Competencies as on-the-job (OJT) training opportunities.

Industry-Sector Technical Competencies

Related Instruction for dual training means the organized and systematic form of education resulting in the enhancement of skills and competencies related to the dual trainee's current or intended occupation.

- **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. Know how to develop 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 / automation** – Understand the strategy a business uses to automate processes efficiently. This process can consist of integrating applications, restructuring labor resources, and using software applications.
- **Project management methodologies** – Proficient at a variety of project management methodologies and knowledgeable about which to use in various circumstances. Methods include agile, waterfall, scrum, six sigma, and more.

Occupation-Specific Competencies

On-the-Job Training is hands-on instruction completed at work to learn the core competencies necessary to succeed in an occupation. Common types of OJT include job shadowing, mentorship, cohort-based training, assignment-based project evaluation and discussion-based training.

- **Define project scope and objectives** – Collaborate with stakeholders to outline clear goals, deliverables, and success criteria aligned with business strategy.
- **Develop and implement IT strategy** – Create timelines, resource allocations, and task breakdowns using project management tools to support the execution of 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 an whether project team members have experienced problems with equipment or functions. The team can take corrective action if the analysis reveals discrepancies.
- **Drive project execution** – Know how to accomplish work requirements by orienting, scheduling, training, assigning, 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 and 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 operate technical systems. Ensure that the performance, resources, and security of the technology meets the needs of the users without exceeding the budget.
- **Communicate with stakeholders** – Provide regular updates through reports, presentations, and meetings to keep teams informed and engaged.
- **Identify and mitigate risks** – Know how to conduct risk assessments and develop contingency plans to address potential roadblocks before they impact delivery.
- **Ensure project follows schedule and completes delivery and closure** – Be able to oversee final testing, documentation, and handoff; conduct post-project reviews to capture lessons learned and improve future planning.

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