

IT Project Managers

A guide for newcomers to British Columbia



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1. Working as an IT Project Manager [NOC 0213]

Job Description

As a Computer and Information Systems Manager (IT project manager) you perform the following duties:

- Plan and direct the operations of IT departments and companies
- Meet with clients to discuss system requirements, budgets, and timelines
- Organized project requirements
- Prepare and manage budgets of the department, company or project
- Assemble teams and assign tasks
- Oversee team members and monitor progress

Source: WorkBC <https://www.workbc.ca/Jobs-Careers/Explore-Careers/Browse-Career-Profile/0213>

Industry Overview

IT Project Managers are in demand due to industry growth in BC. Many employers are struggling to recruit and retain the key talent needed to grow their businesses and the lack of available mid- and senior level talent is identified as a pressing recruitment challenge for over 60% of BC's tech companies.

The Majority (80%) of computer and information systems managers are employed in the Lower Mainland/Southwest region of the province.

Sources: BCTIA Tech TalentBC 2016 <https://wearebctech.com/2016-techtalent-bc-report/> and WorkBC

Job Outlook in BC

Computer and information systems managers

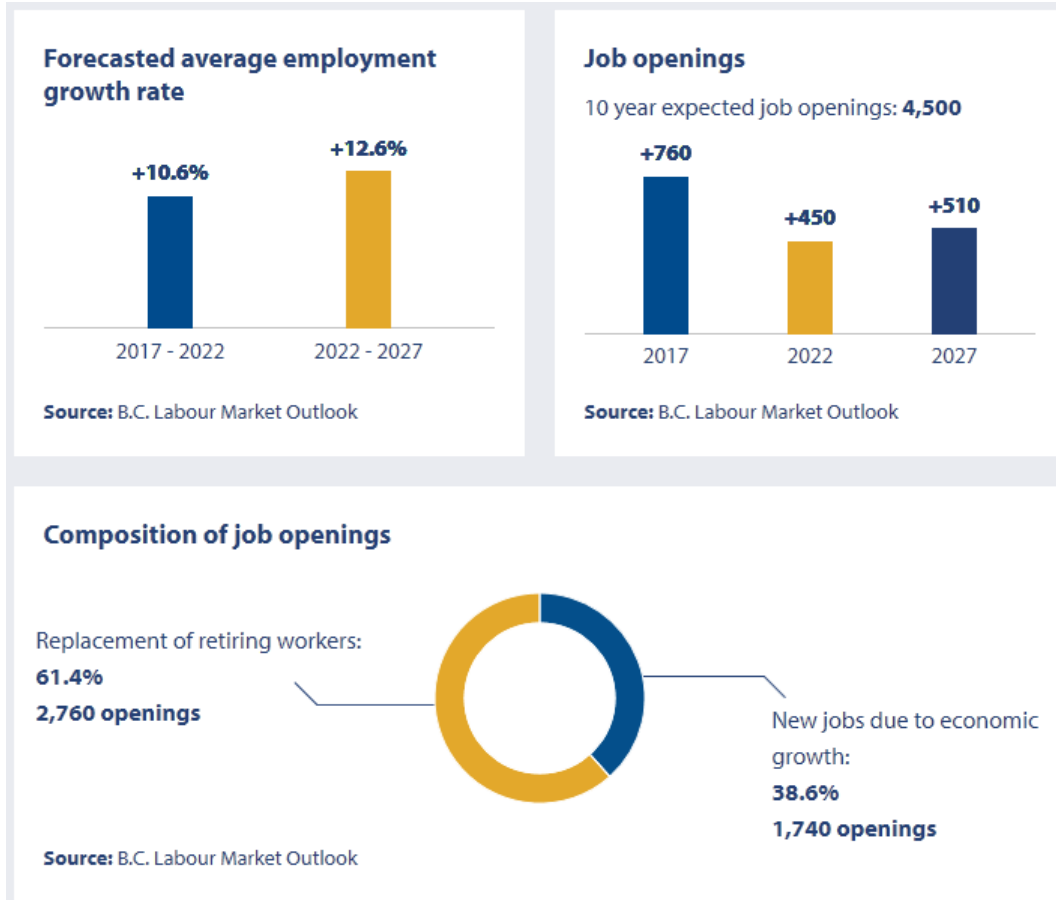


Chart from WorkBC

WorkBC provides job openings in BC regions from 2017-2027:

Region	Employment in 2017	Average Annual Employment Growth	Expected Number of Job Openings
Vancouver Island	900	1.6%	550
Lower Mainland / Southwest	5,740	2.4%	3,790
Thompson-Okanagan	290	1.3%	160
Kootenay	n/a	1.2%	n/a

You can learn more about IT Project Management in BC from:

- **WorkBC Career Profiles** <https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx> [search NOC 0213]
- **Career Cruising** <http://www.vpl.ca/digital-library/career-cruising/> [profile for IT Project Manager]
Available from the VPL Digital Library | Explore our Digital Library page

Types of Employers

IT project managers work for a variety of public and private businesses and government agencies.

You may also work within industries that use information technology. British Columbia is developing a wireless technology cluster. Three Vancouver-area companies were listed among the 50 fastest growing wireless companies in North America.

Some IT Project Managers are self employed working as consultants.

Salary

In BC, the annual median salary for IT project managers is \$91,245. Senior project managers overseeing several projects at once may earn more. Your income is affected by your level of education, certification, and experience, as well as by employer and location.

Full-time project managers typically receive benefits in addition to a salary. These may include paid sick days and vacation time, dental coverage, and a retirement plan.

Sources: Work BC and Career Cruising

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In BC regions you can expect to earn:

British Columbia	26.44	43.27	69.40
<u>Lower Mainland - Southwest Region</u>	26.44	43.27	69.40
<u>Vancouver Island and Coast Region</u>	26.44	43.27	69.40

Source: Job Bank Wage Report http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage [Search 0213]

Working Hours

The working hours for project managers depend on the number and complexity of projects being managed. On average, you work about 40 hours a week. Some may work 45 to 60 hours a week. Longer hours may be necessary as project deadlines approach. Weekend work is fairly common, with project managers sometimes working 1 or 2 weekends a month.

Source: Career Cruising. Profile for IT Project Managers.

2. Skills, Education and Experience

Skills

- Excellent written and oral communication
- Working with others – team leader
- Hire, train, direct, and motivate staff
- Job task planning and organizing
- Critical thinking / Problem solving / decision making
- Plan and control budget and expenditures

Education and Experience

- Bachelor's or master's degree in computer science, business administration, commerce, or engineering is usually required.
- Several years of experience in systems analysis, data administration, software engineering, network design, or computer programming, including supervisory experience, are required.
- Most employers who advertise are looking for workers who have 3-9 years experience in similar positions.

Note: Formal project management training is also strongly recommended. Some universities and colleges offer diploma or certificate programs in project management.

Qualifications

This occupation is not regulated in BC.

Employers prefer to hire project managers who have earned voluntary certification through a professional association.

You can learn more about

- **Project Management Professional (PMP) certification** at:
<https://www.pmi.org/certifications>

3. Finding Jobs

You'll find job advertisements in local newspapers, trade journals, and electronic sources, as well as through professional associations' publications.

Local Newspapers

You can look at the *Vancouver Sun* & *The Province* at Vancouver Public Library for free. Check the job postings daily, the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and in *The Province* on Sundays.

Job White Pages

- Available in print at the Central Library or online at <http://www.vpl.ca/digital-library/jobfreewaycom>

NOTE: *You can only access this database from the Central Library or VPL branch libraries. Access is NOT available from home or outside the Library.*

Online Job Postings

- **Hays Specialist Recruitment**
<http://www.hays.ca/>
Browse jobs in category "IT"; can also search by job title and BC city
- **Indeed.com**
http://ca.indeed.com/advanced_search
Find jobs posted on a multitude of company career sites and job boards
- **IT World Canada**
<http://jobs.itworldcanada.com/>
- **T-Net**
<http://www.bctechnology.com/tech-careers.cfm>

Professional Associations' Career Resources

- **BC Tech Association**

<https://www.bctechjobs.ca>

Job site from the BC Tech Association. Enter "project manager" in query box to find postings.

- **Canadian Association for Information Technology Professionals**

http://jobs.cips.ca/home/home.cfm?site_id=12411

Identifying the Right Position

When you browse job advertisements, you'll find a range of different job titles that are relevant.

For IT project manager, look for these related job titles (from NOC):

- Systems Project Manager
- Computer Systems Manager
- Information Systems Manager
- Manager, Data Processing and Systems Analysis
- Manager, Management Information System (MIS)
- Manager, Software Engineering
- Software Development Manager
- Systems Development Manager

Source: NOC <http://noc.esdc.gc.ca/English/noc/welcome.aspx?ver=16> [search 0213]

Creating a List of Potential Employers

You can use directories to produce lists of employers who work in the IT industry in Vancouver or the Lower Mainland. Contact them directly to find out if they're hiring.

- **BC Tech** (special issue of Business in Vancouver magazine)
Includes company lists for biggest BC tech companies
Available at the Central Library, 380 EL3CBh
And online at <https://biv.com/magazine/bc-tech-2018>

- **BC Tech Association Member Directory**
<https://wearebctech.com/memberships/member-directory/>

- **Reference Canada**
<http://www.vpl.ca/digital-library/reference-canada>
Click on "Start Search" beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "*information technology*" and click LOOKUP. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.
Available from the VPL Digital Library | Explore our Digital Library page

NOTE: *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*

4. Applying for a Job

In Canada, employers usually expect to receive a resume (curriculum vitae) and a cover letter that identifies the position you are applying for and summarizes your relevant experience.

Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

To learn about applying for jobs in Canada, use the following guides which are available in print at the Central Library or online at <http://skilledimmigrants.vpl.ca/>.

- **Writing Resumes and Cover Letters**

Go to <http://skilledimmigrants.vpl.ca>

[Search Writing Resumes and Cover Letters]

- **Getting Canadian Work Experience**

Go to <http://skilledimmigrants.vpl.ca>

[Search Getting Canadian Work Experience]

- **Networking for Employment**

Go to <http://skilledimmigrants.vpl.ca>

[Search Networking for Employment]

- **Learn More About Working in BC and Canada**

Go to <http://skilledimmigrants.vpl.ca>

[Search Learn More about Working in BC and Canada]

5. Getting Help from Industry Sources

Industry Associations

Associations for IT professionals in BC and Canada provide assistance to individuals. Registration and fees are required for membership.

- **BC Tech Association**
<https://wearebctech.com/>

- **Canadian Association of Information Technology Professionals**
<http://www.cips.ca/>

- **Information and Communications Technology Council**
<http://www.ictc-ctic.ca/>

- **Project Management Institute**
<http://www.pmi.org>

- **Project Management Volunteers**
<https://pm-volunteers.org/volunteer/>

Industry Journals

Search the Vancouver Public Library catalogue for journals related to your profession. Examples at the Central Library:

- **BC Tech** (A division of Business In Vancouver)
Available at VPL Central Library, 380 EL3CBh
<https://biv.com/magazine/bc-tech-2018>
- **The PM Network** / Project Management Institute (ejournal)
<http://www.pmi.org/Learning/pm-network.aspx>
- **Project Management Journal** / Project Management Institute (ejournal)
<http://www.pmi.org/learning/publications-project-management-journal.aspx>

NOTE: Full text access to the Project Management Journal is available at VPL using the **Business Source Ultimate** database through the Available from the VPL Digital Library | Explore our Digital Library page
<https://www.vpl.ca/digital-library/business-source-ultimate>

You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to these databases. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).

Questions? Please ask the Information Staff in the Central Library, Vancouver Public Library or telephone 604-331-3603.

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.