

IT Project Managers

A guide for newcomers to British Columbia



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1. Working as an IT Project Manager

[NOC 2021: 20012 / NOC 2016: 0213]

Computer and information systems managers (IT Project Managers) plan and oversee computer and information systems. They work for companies that design, develop and manage computer and telecommunications software, networks and information systems in both the private and public sector.

Job Description

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

- create and carry out plans for computer systems operations and development
- meet with clients, department heads and senior staff to work out the company's computer and information systems needs, including costs
- explain why a company should start a computer and information systems project and help to get approval for the project
- build and manage teams to design, develop and manage computer and telecommunications software, networks and information systems
- ensure the security of the organization's network and electronic documents

Source:

WorkBC Career Profile for Computer and Information Systems Managers

<https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>

Industry Overview

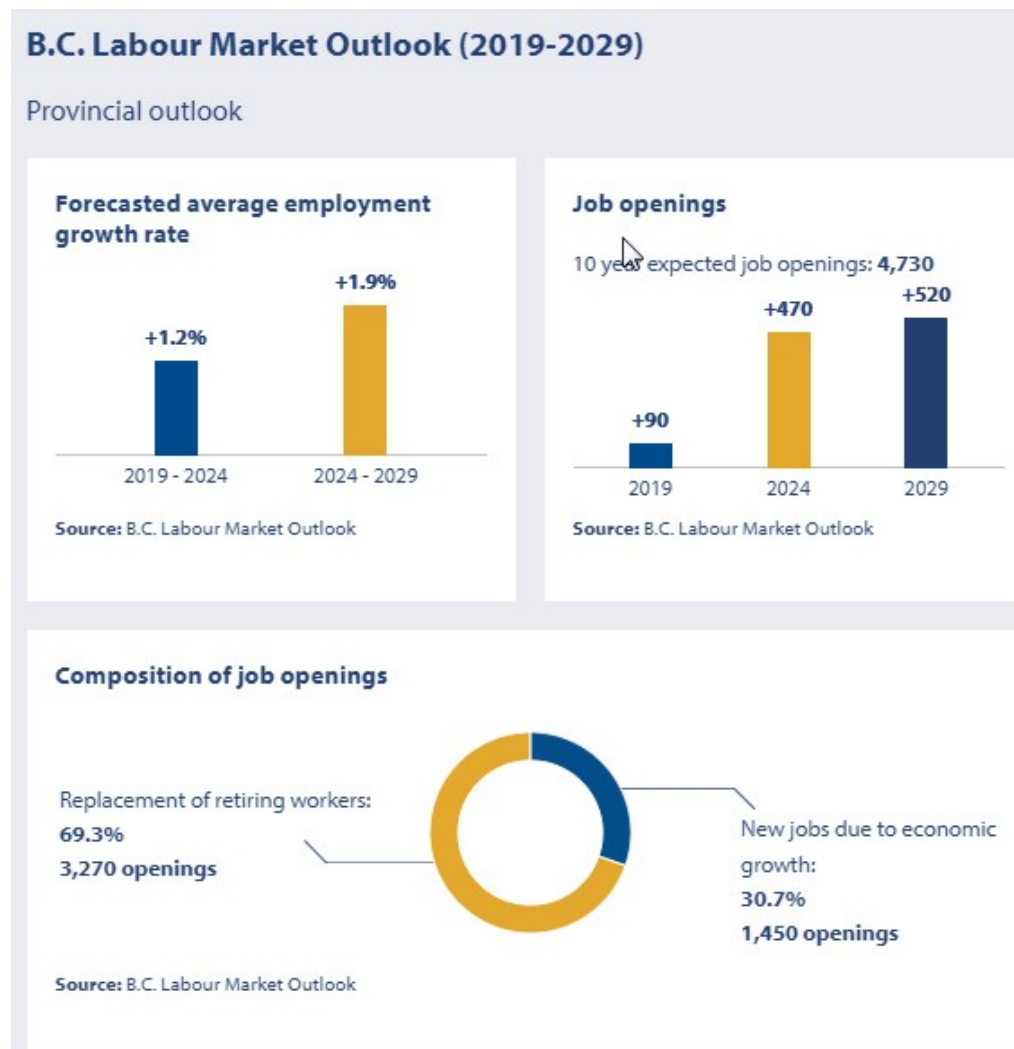
BC's tech sector has experienced consistent growth over the last decade compared to other provincial sectors that have seen greater fluctuations in terms of performance. BC's economy is also continuing to narrow the gap in tech jobs per capita relative to Ontario and Quebec, establishing itself as a strong epicenter of the sector

The BC technology sector has had one of the strongest employment growth rates over the last 15 years at 70%, which is annualized growth of 4.6%. Employment growth has also increased at a five-year compound annual growth rate of 4.8% from 2013 to 2018, compared to 3.6 % from 2011 to 2016. Labour demand has remained strong as a result of a growing number of multinational firms and overall growth in locally-headquartered tech firms.

Source: British Columbia technology report card, 2020,
<https://home.kpmg/ca/en/home/insights/2020/11/2020-british-columbia-technology-report-card.html>

Job Outlook in BC

Computer and information systems managers



Source: <https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>

WorkBC provides job openings in selected BC regions from 2019-2029:

Region	Employment in 2019	Average Annual Employment Growth 2019-2029	Expected Number of Job Openings 2019-2029
Lower Mainland / Southwest	6970	1.5%	3670
Vancouver Island	1100	2.1%	760
Thompson-Okanagan	330	1.1%	150

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

- **WorkBC Career Profile for Computer and Information Systems Managers**
<https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>
- **Career Cruising** [profile for IT Project Manager]
<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library

Types of Employers

IT project managers work for a variety of public and private businesses and government agencies. Employers include computer software developers, IT companies, insurance companies, accounting firms, and banks. Some IT Project Managers are self-employed working as consultants.

Salary

In BC, the annual **median** salary for IT project managers is \$95,249. The provincial **median** hourly rate is \$45.67/hour. 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 managers often get benefits along with a salary. They may get paid sick days, paid vacation time, and dental coverage. Some people get a retirement plan as well. Managers may also get bonuses based on performance.

Sources:

- **WorkBC Career Profile for Computer and Information Systems Managers**
<https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>
- **Career Cruising** [profile for IT Project Manager]
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In BC regions Jobbank Canada reports that you can expect to earn:

Community/Area	Wages (\$/hour)		
	Low	Median	High
British Columbia	26.44	50.00	71.79
Cariboo Region	N/A	N/A	N/A
Kootenay Region	26.44	50.00	71.79
Lower Mainland–Southwest Region	24.04	50.48	72.12
Nechako Region	N/A	N/A	N/A
North Coast Region	N/A	N/A	N/A
Northeast Region	N/A	N/A	N/A
Thompson–Okanagan Region	N/A	N/A	N/A
Vancouver Island and Coast Region	33.33	50.00	74.52
Canada	34.62	52.88	72.82

Source: Jobbank Canada <https://www.jobbank.gc.ca/marketreport/wages-occupation/1449/BC>

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 Manager]

<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library

2. Skills, Education and Experience

Skills

- Excellent written and oral communication
- Working with others – team leader

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- Able to motivate staff
- Job task planning and organizing
- Critical thinking / Problem solving / decision making
- Plan and control budget and expenditures

This job involves more than managing technical team members on a project. Computer information systems managers are the go-between for senior management, clients and the technical workers. People in this career must understand the technology and be able to see business problems and opportunities. Computer and information systems managers should be able to manage teams virtually and hold meetings via conference call or video conferencing.

Education and Experience

- Bachelor's or master's degree in computer science, business administration, technology management, commerce, or engineering is usually required.
- several years of experience in systems analysis, software engineering, network design, or computer programming, including supervisory experience, are required.
- may need to have a background in business strategy, finances, human resources or risk management

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.

Online Job Postings

- **Indeed.com**
http://ca.indeed.com/advanced_search
Find jobs posted on a multitude of company career sites and job boards
- **IT World Canada**
<https://www.itworldcanada.com/new-job-board-coming-soon>
- **T-Net**
<http://www.bctechnology.com/tech-careers.cfm>
<https://www.bctechnology.com/jobs/search.cfm>
- **Hays Specialist Recruitment**
<http://www.hays.ca/>
Browse jobs in category "IT"; can also search by job title and BC city
- **Neuvoo.ca**
<http://neuvoo.ca>
- **BC JobConnect**
<https://www.bcjobconnect.ca> **must have permanent resident number**

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newcomers can post their skills, education and work experience to BC employers looking for workers

Professional Associations' Career Resources

- **BC Tech Association – Job Board**
<https://wearebctech.com/jobs/>
- **Canadian Association for Information Technology Professionals**
<https://cips.ca/jobs/>

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:

- Systems Project Manager
- Computer Systems Manager
- Information Systems Manager
- Manager, Software Engineering
- Software Development Manager
- Systems Development Manager
- Administrator, Internet systems
- Manager, computer networks
- Manager, IT (information technology)

Source: **WorkBC Career Profile for Computer and Information Systems Managers**

<https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>

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-2021>

- **BC Tech Association Member Directory**

<https://wearebctech.com/members/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 SEARCH. 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>

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-2021>

- **The PM Network** / Project Management Institute (ejournal)
<https://www.pmi.org/learning/publications/pm-network>
- **Project Management Journal** / Project Management Institute (ejournal)
<https://www.pmi.org/learning/publications/project-management-journal> (members only access)

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/>.