

Program Manager

Our Company is seeking a senior-level team member to provide program management support to a US Federal Government client. We have an immediate opportunity to add an experienced consultant to our multi-year task award as a member of our high-functioning team.

Specific Job Functions

- Support the development of Program and Project management capabilities across the client organization.
- Assess current management processes against government and industry standards and help establish models and practices to improve enterprise performance.
- Support the development and set up of Governance and Oversight Boards and Working Groups.
- Support the development of policy, procedures, processes, and process assets related to portfolio management, acquisition management, and program/project management disciplines.
- Developing schedules and plans to implement enterprise-wide process improvement frameworks.

Principal Roles and Responsibilities:

The candidate will be responsible for assisting the government with integrating newly designed or improved processes into their current environment.

Typical roles and responsibilities include:

- Maintain all standard project management documents, templates, and forms; provide support for all project management processes, reporting and communications.
- Identify and collect required project and activity information for management reporting, tracking and monitoring.
- Participate in risk reviews for new and existing projects and maintain risk registry; conduct data analysis, prepare management reports, risk assessments and communications.
- Support the client's PEO and various internal governance boards by providing IT portfolio management best practices and standards, including: criteria development, analysis, selection, control, and evaluation processes applicable to the respective portfolio systems, programs, and initiatives.
- Review strategic planning and guidance documents relevant to maintaining the current IT portfolio, improving investment performance, and rationalizing/prioritizing the portfolio.
- Implement and institutionalize portfolio management and analysis processes to include scoring, selection criteria, and enterprise risks in order to develop and provide ITIM scorecards and investment maps.

Key Knowledge, Skills and Abilities:

These KSAs are typical of the ones our consultants use regularly. Candidates are encouraged to consider their strength and background in each:

- Experience developing portfolio performance measurement and prioritization
- Excellent written and verbal communication skills
- High level of organization, attention to detail and follow-through
- Strong analytical, planning and organizational skills
- Ability to present conclusions and recommendations clearly, logically and persuasively to a diverse group of audiences
- Federal Government management consulting and analysis experience
- Experience working with government or private sector IT programs
- Ability to use and integrate project management principles and tools (e.g., Earned Value Management (EVM), MS Project)
- Knowledge of establishing and managing a Project Management Office (PMO).
- Knowledge of and experience with the application of industry “Best Practices” within Federal organizations.
 - CMMi
 - PMI PM
 - PMI PGM
 - COBIT
 - COSO
 - ITIL
 - PRINCE
 - ISO-9000
 - ISO-17799
- Organizational Change Management
- Business Process Reengineering
- Process Development, Documentation and Integration
- Communication Planning and Implementation
- Facilitation, Training, Meetings Management

Specific Federal Knowledge, Skills and Abilities:

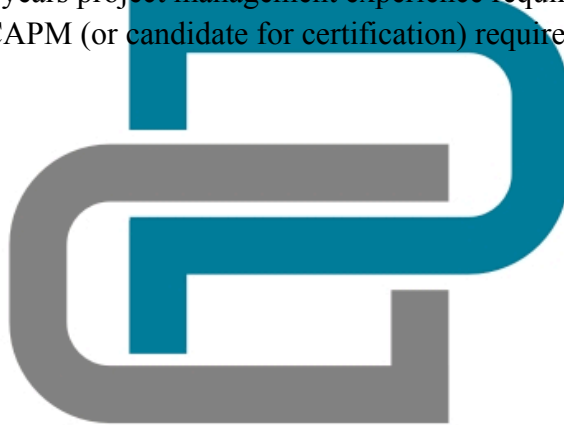
The following areas of knowledge of federal policies and law are typical of the ones drawn on regularly by our consultants. Candidates are encouraged to consider their strength and background in each:

- Experience with GAO’s ITIM Maturity Framework
- Experience interacting with, and understanding the requirements of: Budget, Enterprise Architecture, Security and other CPIC stakeholder groups
- Experience with the OMB M09-02, DHS MD1400 or DHS MD1020-01, OMB A-11, OMB A-130, and other federal legislation and regulations
- General Federal Government Budgeting and Finance

- Budgeting Cycle
- OMB 300 Exhibit Process and Procedures
- GPRA requirements
- Strategic Planning
 - Annual Plans
 - Performance Metrics
- Clinger–Cohen regulation
 - Project Management Office (PMO)
 - Integrated Baseline Review (IBR)
 - Earned Value Management Systems (EVMS)
- Contract Management

Requirements:

- US Citizens only; Background Investigation may be required.
- Minimum of 7-10 years project management experience required
- PMP, PGMP, or CAPM (or candidate for certification) required



PG public services, LLC