

## **Deputy Project Manager position for P4 Performance Management, Inc.**

P4 Performance Management is seeking a Deputy Project Manager (DPM) to serve as second in command to the Project Manager (PM) for a Personnel System Project (PSP). The DPM will be responsible to the PM for the management of a full life cycle IT development and support operation for the 1 year Personnel System replacement project. The PSP is a project that will replace the current personnel and benefits system which supports 700 users who manage the personnel and benefits activities of approximately 120,000 employees and retirees, Satellite Agency employees and retirees, and their eligible dependents. The Personnel System processes over 250,000 transactions annually.

The Deputy Project Manager will be responsible to the PM for day-to-day project management and planning activities in support of the PSP project. This will include creating various project plans that will deliver the project objectives, managing the activities of the project team(s), foresee, plan, organize and control the resources necessary to effectively meet the project deliverables, manage the entire project process and assure for the successful attainment of each and every goal set out at the onset of each project.

The location of work for this position is Baltimore, MD. The contract duration for this position is 1 year with an optional 4 one year extensions. Contract commences on November 1<sup>st</sup>, 2009.

A detailed description of the required Deputy Project Manager duties, responsibilities and deliverables is provided below:

### **REQUIRED EDUCATION**

1. Bachelor's degree in IT-related field;
2. AND At least 5 (five) years of experience in project management;
3. AND At least 5 (five) years of experience in information technology;
4. Or relevant combination of education and experience.
5. PMP Certification desired. Please attach a copy of your PMI certificate, or equivalent evidence of required training or education to you resume.

### **DESIRED CHARACTERISTICS AND ABILITIES**

1. Project management experience on medium to large sized custom development software projects.
2. Preferred: Experience with projects utilizing object-oriented languages in a multi-tiered environment.
3. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance.
4. Experience with projects that combine COTS implementations with custom software development.
5. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
6. Ability to manage multiple projects in a fast-paced, dynamic work environment.
7. Ability to facilitate and drive resolution of complex business and technical problems associated with software development project efforts.

8. Strong decision making and problem solving skills and experience with project delivery.
9. Excellent business analysis skills.
10. Good technical background.
11. Excellent English communications skills.
12. Excellent ability to understand and express complex topics.
13. Demonstrated ability to quickly comprehend project scope and business requirements.

## **DUTIES AND RESPONSIBILITIES**

1. Manage and maintain the PSP Project Management Plan (PMP) which describes the processes and activities for the PSP and how the project will be executed, monitored and controlled. The plan must define the managerial, technical, and supporting processes and activities and address topics such as Scope Management, Schedule Management, Financial Management, Quality Management, Resource Management, Communications Management, Project Change Management, Risk Management, Procurement Management and others deemed necessary to manage the PSP through completion. In addition, the DPM shall define the organization and infrastructure required to execute the project through completion.
2. Manage the PSP Project team including any contractors.
3. Track all current and pending project related activities including project management activities, contractor activities and agency activities using the PSP Master Schedule. The Master Schedule shall include project milestones, deliverables, times of performance, degrees of completion and resources for all activities. Incorporate subsequent SDLC phases from gap analysis and detail requirements to implementation into the Master Schedule.
4. Expand and maintain the Project Communications Management Plan (CMP) for all project stakeholders. The CMP shall include a stakeholder contact list, distribution structure, description of information to be disseminated, schedule listing when information will be produced and the method for updating the communications plan. The CMP shall ensure all appropriate stakeholders have been identified and their requirements and expectations have been documented and managed within the scope of the project.
5. Expand and maintain an ongoing Master Risk Management Plan (RMP) and Risk Registry. The RMP identifies and prioritizes potential risks to successful completion of the project and includes recommendations and responses for addressing potential risk. A Risk Registry shall be kept as part of the RMP and shall be updated throughout the project.
6. Manage the issue escalation and resolution processes for the project; document and facilitate the processes with all project stakeholder and team members.
7. Manage and maintain the Project Change Management Plan (CMP). The plan describes the processes for assuring that the project has adequate control over changes to all items (scope, requirements, and cost) necessary for creating or supporting the project deliverables. At a minimum, the plan addresses the change management procedure, approvals process, and tools used (i.e. change request form, change order).
8. Manage and maintain the Quality Assurance (QA) Plan. The plan captures the processes and procedures necessary to ensure that all steps of the project from procurement through the client's SDLC phases are monitored with proper acceptance criteria defined for each stage of the SDLC. The plan shall also define signoff procedures for various milestones and deliverables. Responsible for providing QA by evaluating and providing critical comments on all project deliverables. The QA evaluation process shall be based on a comparison of deliverables against the detailed requirements solicitations and the DPM's industry expertise.

9. Schedule and facilitate regular weekly status, risk and issue discussions with the client Contract Manager covering all pending and current project activities. Project status, hours worked, project financials, risk and issue dispositions for the past week, and action items for week pending, shall be captured and tracked in table format in a Master Status Report. The Master Status Report also shall have sections describing DPM activities, updates to the Integrated Master Schedule and Master RMP. The Master Status Report shall contain a section on lessons learned and any other pertinent status information; and schedule variances must also be documented in the Integrated Master Schedule and the Master Status Report.
10. Collect, organize, store, and manage project artifacts and information. This includes maintaining current and archival project files (electronic and paper), collecting and distributing project information to and from project stakeholders, updating internal weekly status reports, and project tracking systems, and recommending ways to optimize the client's project management office in support of the project.
11. Function as a liaison between client's personnel; project Stakeholders and contractors.
12. Participate in procurement process for any solicitations for the project. Duties shall include: updating procurement schedule; writing scope of work and requirements and evaluation criteria, assisting procurement officer with amendments and questions/responses, and serving as an evaluator of proposals.
13. Coordinate and manage appropriate product-related training for users.

Please submit your resume in MS Word format to [hr@p4performance.com](mailto:hr@p4performance.com) by no later than 5pm ET on October 23<sup>rd</sup>, 2009.