

Project Manager position for P4 Performance Management, Inc.

P4 Performance Management is seeking a Project Manager to manage a full life cycle IT development and support operation for the 3 year Longitudinal Data System Project (LDS). The LDS is a project that will design, develop, implement, and support the execution of a longitudinal data system that links student level data across prekindergarten through grade 20 (P20) and incorporates the linking of teachers to student level data. The LDS project represents an enterprise solution to the Data Quality Campaign 10 Essentials Elements of a Longitudinal Data System (<http://www.dataqualitycampaign.org/survey/elements>).

The Project Manager will be responsible for the day-to-day project management and planning activities in support of the LDS 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 3 years with an optional 18 month extension. Contract commences on November 1st, 2009.

A detailed description of the required 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. Experience in managing distributed application development using Java / J2EE (WebSphere application server deployments preferred), open source frameworks, and enterprise reporting systems.
4. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance.
5. Experience with projects that combine COTS implementations with custom software development.
6. An understanding of system design using UML.
7. An understanding of data modeling.

8. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
9. Ability to manage multiple projects in a fast-paced, dynamic work environment.
10. Ability to facilitate and drive resolution of complex business and technical problems associated with software development project efforts.
11. Strong decision making and problem solving skills and experience with project delivery.
12. Excellent business analysis skills.
13. Good technical background.
14. Excellent English communications skills.
15. Excellent ability to understand and express complex topics.
16. Demonstrated leadership and attention to detail skills through prior experience at the strategic and tactical / implementation levels.
17. Strong leadership skills, to include resource allocation and planning skills, with software development projects.
18. Demonstrated ability to quickly comprehend project scope and business requirements.

DUTIES AND RESPONSIBILITIES

1. Support the management and planning of all efforts associated with the projects to include: development and management of work plans, define and deliver individual project deliverables as a part of the overall program deliverables, manage the expectations of all stakeholders, organizing and addressing emerging project requirements, manage project relationships, manage one or more project teams in delivering the projects, and communicate and manage tasks and activities to a schedule with the team.
2. Provide guidance to client management on technical options associated with the transformation of internal applications, contractor and staff performance, and guidance on the feasibility of technical approaches to software development and commercial off the shelf (COTS) products.
3. Develop and manage a set scope of work within the project to be delivered through effective expectations setting, communications, change management control, budget control and management, manage a Requirements Traceability Document and overall business understanding of the project needs.
4. Actively support the project management team's efforts, to include: project plan, scope management, budget management, resource management, time management (activities & task planning), communications, risk, procurement, QA and testing, user training, program / project delivery, transition planning and ongoing maintenance and support management.
5. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks.
6. Assist with contractor selection tasks.
7. Report project progress, issues, risks, etc to client management.
8. Lend support to various business and technology teams as necessary during project implementation to ensure solid, scalable, robust solutions.
9. Communicate effectively in both verbal (i.e. day-to-day discussions, team meetings) and written (status reports, change requests) form, as well as have an overall ability to be clear and concise in all communications.
10. Accurately assess the risks associated with each project and systematically manage and report on project risks.
11. Conduct reviews of contract deliverables, perform design and code reviews.

12. Ensure that the solutions chosen by the client meet all the non functional requirements such as security, performance, maintainability, scalability, and extensibility.
13. Support reuse of software components and COTS products.
14. Ensure that solutions conform to industry best practices and client standards.
15. Ensure that sound development practices are taking place in requirements management, systems testing, and configuration management. Replace old processes with newer ones where feasible.
16. Develop test plans, assist business users with functional test case development and manage acceptance test execution.
17. Effectively manage multiple priorities.
18. Perform additional job-related duties as requested.

DELIVERABLES

1. Develop and then maintain the Work Breakdown Structure (WBS) on LDS activities using Microsoft Project 2003 on a weekly basis.
2. Maintain meeting minutes for all project meetings and file in the project workspace.
3. Prepare a monthly status report of the project 5 business days after the end of each month. The status report must cover the milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and any other project issues. Issues must include identification, escalation and resolution steps.
4. Prepare for management a quarterly status report 5 business days after the end of each calendar quarter.
5. Develop a Requirements Traceability Document and maintain the document across all project phases.
6. Manage Change Control, Issues escalation and resolution, Schedule, Costs, and Resources as defined in the project management plan.
7. Review deliverables by the major project development contractor for completeness, adherence to standards and contract requirements.
8. Work closely with functional managers to resolve team members' workload conflicts.
9. Ensure appropriate product-related training and documentation are developed and made available to customers through project team meetings.
10. Develop and utilize a communications plan for the project.
11. Validate functional requirements and provide support for the contracting process.
12. Prepare a System Boundary Analysis document that meets the client's SDLC methodology under the System Concept Development Phase.
13. Prepare a Risk Management Plan document that meets the client's SDLC methodology under the System Concept Development Phase.
14. Prepare a Project Management Plan document that meets the client's SDLC methodology under the Planning Phase. It must document project scope, tasks, schedules resources and any interrelationships with other projects. The plan must detail the functional units involved, required job tasks, cost and schedule performance measurement, milestone and review scheduling. It must include a work breakdown structure for the project using Microsoft Project 2003. The plan must have a change management section to define the process to address project scope changes. It must be revised at the end of each phase of the SDLC.

Please submit your resume in MS Word format to hr@p4performance.com by no later than 5pm ET on October 14th, 2009.