



Position Description

JOB TITLE: Program Manager / Project Manager

Primary Location: Denver, CO

Summary:

Program Manager / Project Manager (PM) will assist with, provide expertise, and experience for our Government and/or Commercial sector clients. Our PMs deliver state of the art capabilities and provide a wide range of program/project solutions to the most challenging information and system problems. The goal of our PMs is lead teams through the processes to develop and deliver complex system designs or resolve a problem with a current design using the most appropriate/innovative technological approach, that benefits our clients. Our products/services include:

- Process, technical and management solutions that help our clients create systems for the future
- Leadership in development of architectural frameworks while managing the development of the frameworks with complete, coherent, and consistent architectural views
- Assist with establishment of requirements and design principals to assure alignment of solutions with our clients business objectives/mission
- Develop architectural artifacts benchmarked with engineering rigor and operational integrity
- Adherence to industry & government compliance standards

PMs report to the local Contract/Site Manager and/or Sr. Vice President of Operations.

Responsibilities:

The PMs will coordinate system development tasks that follow our engineering methodology to include requirements analysis, design, integration, and formal testing. PMs will work with clients to provide project management services to plan/manage the project resources for the development of various types of systems engineering and software development projects.

Project will consist of staff resources from Customer Service, Marketing/Sales, IT, and the Project Management Office. The resources will include Customer Service

Leads, Marketing/Sales Representatives, IT Leads, IT Developers, Business Analysts, and contracted development resources. PMs will assist with the overall development project, working alongside client project and management resources in the tasks listed below.

- Work with leads, development team, and other contractors to establish scope, objectives, plan, schedule, and deliverables for the production release/version(s) project.
- Offload the client managers/leads of the day-to-day project management activities related to development, schedule adherence, issue resolution, and re-planning efforts.
- Assist leads, development team, and other contractors with twice-weekly project reviews to ensure
- Facilitate all project and development meetings, documenting minutes and capturing action items for input to the proposed full project schedule
- Act as owner for action items, notifying assignees, closing items, and managing action items list
- Develop content for inclusion in Project Review documents
- Develop documents to describe the scope of a full project built off the prototype experience. These will include: objectives, requirements/matrix, development plan, production support plan, training plan, schedule, budget, and business cases, as required by client
- Project leads will aggressively manage scope and expectations so that an effective production can be delivered in the time defined by the proposed schedule
- Identify the resources required to complete the tasks defined
- Strong understanding of PM tools and processes; such as, desktop/laptop, office software, software develop life cycle, PMP, Microsoft project, etc

Minimum Qualifications:

The candidate must have:

- Strong coordination, organization, teaming, and communication ability
- Work well individually, as member of a team, or as leader
- Ability to effectively direct others
- Must be organized, accurate, and methodical; utilizing well known engineering practices
- Willingness/Ability to work under pressure and time constraints
- Strong technical presentation skills able to convey high complex concepts to all levels of personnel

- Production Release/Version Development
- Work with Clients to deliver day to day execution of the items listed in the scope of work for the duration of project
- Updated Software Development Project Plan throughout each phase and prior to each appropriate project gate/management review
- Prioritize list of objectives
- Establish software development plan
- Build development schedule and budget
- Status Reporting on a weekly (or as needed) basis to the client point-of-contact
- Updated Project Documentation
- Updated Business Case
- Updated Production Plan and Schedule
- Updated Requirements Matrix & Traceability
- Coordinate and document Production Support Plan
- Track Use Cases
- Maintain Logical/Physical Application Diagrams
- Maintain Work Flow Diagrams
- Build Phase Review Briefings
- Publish Weekly Status Reports
- Updated cost/expenditure estimates
- Maintain project/team SharePoint site

Preferred Qualifications:

Reasonable knowledge (and willingness) of the following is a plus:

- Strong business analysis skills and experience, including development of business vision and strategies, functional decomposition, requirements capture, process modeling
- Experience with `system of systems' architecture development, partitioning of functionality among applications and components, and application interfaces/interoperability concerns
- Experience in software development methodologies and structured approaches to system development
- Awareness of systems management and operational support tools
- Security and/or infrastructure experience would also be a significant benefit
- Must be proficient acting in and leading integrated process teams, as well as coordinating and communicating customer requirements
- Comfortable leading a team of professionals within the business, application/systems, data/information and technical architecture disciplines
- Have broad and diverse background in such areas as: business analysis, applications/systems engineering, and information operations/architectures.
- Be able to prepare management reports when required

Education/Certification Requirement:

Have a Bachelor's degree or equivalent in Systems, Electrical, Mechanical, Civil, Human Factors Engineering, Computer Sciences, Operations Research Management or other scientific related discipline. We are looking for someone wanting to be a member of our small team and future.

Some of our SE positions may require an advanced degree (MS in System Engineering or similar discipline). Project Management an/or Professional certification also may be desired.

Clearance:

Depends on client requirement

Working Hours:

Full-time, Monday to Friday

Relocation authorized: None