



Senior Project Manager

Evoke Research and Consulting is seeking a Sr. Project Manager (SPM).

The role of the Sr. Project Manager is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

Project Management Support Services: Provide comprehensive project and program management support services to Government organizations for a variety of projects throughout the period of performance. The project management support approaches employed by contractor staff should be consistent with project management best practices, notably those specified by PMI's PMBOK Guide and the Software Engineering Institute's (SEI) Capability Maturity Model Integration (CMMI).

The SPM shall assist the Government in implementing disciplined, comprehensive, and flexible program and project management processes, including monitoring of project metrics, rigorous risk management, and prompt reporting on Government-approved cost, schedule, performance, and risk baseline.

Specific Duties and Responsibilities:

Expected service requirements include, but are not limited to, the following:

- Project Scheduling and Planning
 - Assist Government personnel in creating project schedules and program-level integrated master schedules
 - Update project and program schedules
 - Develop, maintain, and analyze project costs and schedules in Microsoft Project
 - Provide maintenance of integration plans for Government organizations and projects
- Project Tracking and Risk Management
 - Track project status, scope, risks, issues, and action items
 - Develop, refine, and track project metrics to be used by management to judge project progress
 - Develop and maintain recurring management reports and other program level reports to ensure that management has the information needed to make informed project management decisions
 - Provide risk, quality, and configuration management support and analysis
 - Provide administrative and documentation support to Risk Review Boards
- Project Management Support
 - Support the coordination, scheduling, and collaboration on projects across the Government and with external stakeholder organizations
 - Provide accurate and timely schedule and performance information for projects
 - Coordinate appropriate methodologies and toolsets to support the implementation of program/project management activities
- Change Management
 - Implement change control procedures to be applied to project products such as plans, schedules, requirements, and technical documents
 - Provide administrative and documentation support to Configuration Control Boards
- Meeting Support



- Document meetings by providing comprehensive minutes to include: discussion items, action taken, risks, action items, and issues
- Minutes (and any other contractor-authored documents) are prepared by the Contractor for Government clients review and approval
- Provide support to governing bodies by the preparation of agendas, scheduling of meetings, developing meeting materials (pre- and post-meeting)
- Provide support for project-sponsored meetings, including project reviews
- Coordinate off-site facilities for meetings, conferences, and workshops
- Assist in preparation to attend and conduct various gate/milestone reviews
- Project Artifacts and Analysis
 - Draft plans, memoranda, briefings, articles, and other documents to support communications to internal and external stakeholders
 - Support the review of deliverables pertaining to the projects
 - Provide analysis on special topics specific to projects
 - Provide executive-level briefing materials with talking points and illustrative diagrams
 - Coordinate Project Status Reviews by collecting and analyzing status inputs, and produce reports based on the results
 - Provide ad hoc and recurring outputs to convey the status of the project in terms of cost, schedule, and performance
 - Prepare documents for Integrated Project Teams, Initiative Workgroups, Benefits Portfolio Steering Committee, Benefits Portfolio Executive Board, Gate review meetings, and ad-hoc meetings
 - Provide project-specific outputs including, but not limited to: strategy papers, planning documents, issue papers with recommendations, risk analysis, status reports, management reports and briefings, policy papers, and input to project and action plans

Requirements:

A Senior Project Manager is defined as a person with a BA/BS degree who has at least five (5) years' experience of successfully managing large-scale information technology projects with a total lifecycle cost greater than or equal to \$3 million. The Senior Project Manager shall also have a Project Management Professional (PMP) certification from the Project Management Institute (PMI). An additional two (2) years of experience (seven (7) total years' experience) may be substituted in lieu of a PMP certification from the PMI. Previous experience shall demonstrate the ability to lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope. Senior Project Managers shall demonstrate familiarity with the Project Management Body of Knowledge (PMBOK), as well as with Software/Systems Development Lifecycle, including Waterfall, Agile, Six Sigma, and Scrum development methodologies.

Security Clearance:

Applicants selected must be U.S. Citizens and will be subject to a government background check and must meet eligibility requirements for a public trust clearance.

For more information or to apply, please visit www.evokeconsulting.com/careers