



Results Beyond Your Expectations

**EQUAL OPPORTUNITY EMPLOYER**

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## **Senior Project Manager**

Successful candidate will provide their project management experience to manage multiple short-term projects through the entire project lifecycle, within set budget and schedule. Candidate will work directly with the President / CEO to manage program execution to include internal / external process improvement.

### **Duties:**

- Directs all phases of programs from inception through completion to include planning, evaluating, directing, tracking, analyzing, and coordinating
- Review business analysis on projects, including gathering client and user requirements and defining functional requirements
- Regular interaction with various levels of staff and management for purpose of defining, developing, promoting, and implementing significant and strategic project initiatives
- Develop schedules, WBS, and responsibility matrix
- Create and maintain detail project plans
- Ensure project follows defined Software Development Life Cycle Methodology
- Prepare detailed progress reports and presentations for program and project status meetings (daily, weekly, milestone, etc.)
- Responsible for creating and distributing meeting minutes
- Strong customer focus and influence
- Provide mentoring for project management best practices and techniques

### **Skills/Qualifications:**

- 7+ years of professional experience in Project Management
- Bachelors Degree in Project Management or related field
- Proficient using MS Project, VISIO, VSS, EXCEL
- Excellent oral and written skills
- Familiarity with principles and guidelines of PMI
- Project Management (PMP) Certification is preferred