

**Title:** OCTO Sr. Project Manager Master      **Region:** District of Columbia  
**Req ID:** 558214

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**Details****Requisition Details**

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**Req. Class:** PGMV1 : 4-Master      **Region:** District of Columbia  
**Title:** OCTO Sr. Project Manager Master  
**Req. Status:** Open  
**No. of Openings:** 1      **No. Filled:** 0  
**Start Date:** 04/30/2018  
**No New Submittals After:** 04/16/2018  
**Max Submittals by Vendor per Opening:** 2

**Worksite Address:** 200 I Street SE

**Agency Interview Type:** In Person

**Advanced Technical Screening Required?:** No

**Existing Incumbent Resource?:** No

## Requisition Description

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**Engagement Type:** Contract

**Short Description:** 16+ years of experience. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks.

**Complete Description:** Complete Description: The Office of the Chief Technology Officer's (OCTO) Operations program requires the procurement of a Senior Technical Project Manager to be the technical liaison for OCTO. The Senior Project Manager will provide technical project management of a new integrated eligibility system for Medicaid, private health insurance and other programs with new case management capabilities that span programs and agencies. OCTO-ECIS provides infrastructure services for District agencies in the forms of on premise and cloud-based hosting solutions and the maintenance of underlying systems, which provide support to these solutions, including databases and Operating Systems. The Senior Technical Project Manager (STPM) will oversee the management of projects on behalf of OCTO based projects, coordination, financials, reporting and project planning. The successful candidate will be responsible for providing technical project planning, project management that adheres to best practices; and will ensure that the assigned project is completed on-time, within scope and budget; and produces an extremely high quality of deliverables. The STPM will act as the project management technical lead and will work with OCTO programs and other project team members, and District agency officials to ensure that technical solutions in support of the assigned project are properly delivered. The selected candidate will be responsible for all aspects of project management including all project resources, project planning, scheduling, risk management, scope management, internal and external communications, status reporting, and resource management (internal and partners). RESPONSIBILITIES ? Evaluates complex situations using multiple sources of information Manages and appropriately escalates: delivery impediments, risks, issues, and changes associated to solution development initiatives. ? Ability to lead cross-functional teams and interact with all staff levels. ? Analysis, planning, developing requirements documents (both functional and technical), building functional models, developing procedures, developing functional and technical architectures. ? Assigns and monitors work of project team members. ? Designs and implements processes to monitor and control resources, budget, risks and value to project goals and objectives. ? Establishes, plans, and executes major milestone reviews and decision gates to ensure project completion. ? Exercises excellent verbal and written communication skills and has the ability to interact professionally with a diverse group; software developers, DBAs, network engineers, agency business and technical owners, SME's and senior executive management. ? Effectively manages scope throughout the project duration. ? Maintains accurate project schedules, financial burn rates, change management, project plans, and status reports. ? Will convey a high level of understanding in the areas of software application design, database and system integration ? Will resolve conflicts by demonstrating leadership and appropriate decision-making competencies. ? Understands, tracks and articulates issues / risks / action items; works with responsible owners to address the items on a timely basis; and update the appropriate stakeholders as needed

## Client Information

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**Work Location:** OCTO - 200 I Street, SE  
Washington DC 20003

**Cost Center:**

OCTO - Office of the Chief  
Technology Officer

**Project:**

Operational Program  
Management

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Skill	Required /Desired	Amount	of Experience
16+ yrs in progressive consulting leadership role, providing full lifecycle services in enterprise environment	Not Required		
16+ yrs managing, coordinating, and establishing priorities for entire project lifecycle	Required		
Bachelor's degree in IT or related field or equivalent experience	Required	15	Years
Experience as a TECHNICAL project manager	Required	16	Years
Experience in planning and management of mission critical Projects / Programs	Required	15	Years
Experience with the Software Development Life Cycle (SDLC)	Required	15	Years
Strong experience using Agile project management methodologies integrated with project-level Waterfall scheduling, milestone tracking & cost/schedule	Required	10	Years
Experience with Risk Management techniques and mitigation planning	Required	15	Years
Experience conducting Business Impact Analysis	Required	5	Years
Experience managing project teams	Required	10	Years
Experience in business process engineering / process improvement	Required	10	Years
Experience working with quality management approaches, techniques, and principles to ensure quality	Required	15	Years
Certified Project Management Professional (PMP) from the Project Management Institute (PMI).	Required	5	Years
Certified Scrum Master (CSM)	Desired		

## Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	There are no reimbursable expenses. Do you accept this requirement?
Question 4	This position is designated to require enhanced suitability by the District of Columbia. Any candidate must get FBI fingerprint background check prior to starting. The candidate must be able to start within 21 days of engagement request. Do you accept this requirement?