

**Title:** DHS Project Manager Master    **Region:** District of Columbia  
**Req ID:** 527885

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## Details

### Requisition Details

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**Req. Class:** PJMV1 : 4-Master    **Region:** District of Columbia  
**Title:** DHS Project Manager Master  
**Req. Status:** Open  
**No. of Openings:** 1    **No. Filled:** 0  
**Start Date:** 02/01/2018  
**No New Submittals After:** 02/14/2018  
**Max Submittals by Vendor per Opening:** 2

**Worksite Address:** 64 New York Avenue NE, Washi  
**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. Leads team on large projects or significant segment of large complex projects.

**Complete Description:** A self-motivated Project Manager with experience delegating to 15 or more junior/senior staff members. As a IT Project Manager, leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects. This position is housed under Application

Support Division I (ASD I) of the Office of Information Systems (OIS) in direct support of the TANF related applications stabilization, enhancements and operations and maintenance redesign and other related projects. The Application Support Division I is looking for one (1) IT Project Manager whose primary responsibilities include: Meet with clients to take detailed ordering briefs and clarify specific requirements of each project task/sub-task. Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels. Track project performance, specifically to analyze the successful completion of short- and long-term goals. Meet budgetary objectives and make adjustments to project constraints based on financial analysis. Develop comprehensive project plans to be shared with DHS OIS staff as well as other ESA staff members. Initiate, review, or approve modifications to project plans. Schedule and facilitate meetings related to information technology projects. Monitor or track project milestones and deliverables. Use and continually develop leadership skills. The successful candidates will demonstrate the following knowledge, skills, characteristics, experiences and/or abilities: • To plan, execute and finalize technology projects on schedule, under budget and to scope specifically in a government setting • Develop and manage a work breakdown structure (WBS) for large-scale IT projects • Write project plans detailing a project's goals, technologies, systems, schedules, budget and personnel • Develop project plans that include cost-benefit or return on investment (ROI) analyses • Coordinate recruitment of project personnel and assign duties, responsibilities and spans of authority • Develop and manage budgets, and subsequent budget updates, for technology projects • Understand project management concepts and best practices • Monitor, analyze & summarize performance and trends to create project status reports weekly, monthly and end of each project • IT project managers hold status and implementation meetings with project personnel and upper management • Successful IT project managers build, grow and develop business relationships vital to the success of the project The candidate will become an integral part of the ASD I Team, making every problem associated to the platform a problem of their own and will demonstrate the required initiative and critical thinking abilities necessary to resolve all problems and challenges accordingly. This individual will be working closely with DHS OIS and its partner agencies to ensure the agencies' priorities are met. This is a position within DHS OIS Division. Minimum Education/Certification Requirements: • Bachelor's degree in Information Technology or related field or equivalent experience • Scrum Master and/or PMP Certification Behavior Characteristics: • Adaptable • Analytical • Goal-Orientated/Driven/Self-Starter -----

----- CONTRACT JOB DESCRIPTION Responsibilities: 1. Leads team on large projects or significant segment of large complex projects. 2. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. 3. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. 4. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. 5. Oversees all aspects of projects. Minimum Education/Certification Requirements: Bachelor's degree in Information Technology or related field or equivalent experience; or a current PMP Certification

**Client Information**

<b>Work Location:</b>	DHS - 64 NY Ave, NE Washington, DC, 20002	<b>Cost Center:</b>	DHS - Office of Information Systems
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**Required/Desired Skills**

**Required /Desired**

Skill	Required /Desired	Amount	of Experience
16+ yrs developing project scopes and plans	Required	16	Years
16+ yrs managing and tracking program progress against the project plan in an enterprise environment	Required	16	Years
16+ yrs preparing status reports	Required	16	Years
16+ yrs experience with MS Project or similar project planning	Required	16	Years

software				
Bachelor's degree in IT or related field or equivalent experience	Required	20	Years	
Proven experience in IT Project Management – delivering large IT Projects/Applications	Required	8	Years	
Experience Establish and maintain project plans, project status reports, generate risk assessments, escalate issues, and facilitate project review pre	Required	16	Years	
Experience obtaining approval from project sponsor(s) and/or primary stakeholder(s) and control the project scope, priorities, and schedule.	Required	8	Years	
Hands on experience in MS productivity tools, including MS Project, SharePoint, PowerPoint & Visio.	Required	5	Years	
Excellent analytical and communication skills, both verbal and written, have the ability to lead a team, collaborating with developers, customers, pro	Required	5	Years	
Experience leading projects through Agile methodologies, operating in a Scrum Master role when necessary.	Required	5	Years	
Experience using JIRA for Agile	Required	3	Years	
Experience in developing applications using C#, ASP.NET, Java Technologies	Required	8	Years	
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Experience leading in IT Projects with database technologies, development methodologies, and front-end (e.g., Cognos)/backend programming languages.	Required	5	Years	
Do you have experience with any of JIRA/Bugzilla/HP ALM tools	Required	5	Years	

### 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?