Title:	DCPS - Enterprise Apps Proj Mgr / BA	**Region:**	District of Columbia
Req ID:	530008		

Details

Requisition Details

Req. Class:	PGMV1 : 3-Senior	**Region:**	District of Columbia
Title:	DCPS - Enterprise Apps Proj Mgr / BA		
Req. Status:	Open		
No. of Openings:	1	**No. Filled:**	
Start Date:	03/19/2018		
No New Submittals After:	03/19/2018		
Max Submittals by Vendor per Opening:	2		

Worksite Address:	1200 First Street NE, Washin
Agency Interview Type:	In Person
Advanced Technical Screening Required?:	No
Existing Incumbent Resource?:	No

Requisition Description

Engagement Type: Contract

Short Description: The DCPS IT Enterprise Application & Data Systems (EADS) Group requires the services of an experienced Project Manager / Business Analyst to serve as the project manager and business analyst for various enterprise applications.

Complete Description:

Position Description: The DCPS IT Enterprise Application & Data Systems (EADS) Group requires the services of an experienced Project Manager / Business Analyst staff augmentation consultant to serve as the project manager and business analyst for various enterprise application implementation and maintenance initiatives. EADS is a newly form group as part of the DCPS Information Technology division within the Office of the Chief Operating Officer. The Candidate will report to the Director of Enterprise Applications & Data Systems and will gather and document business requirements, systems specifications and manage EADS projects to include Aspen or other Student Information System, Parent Portal, data reporting, application consolidation and other duties as assigned by the Director. Additional areas of focus include actively participating in the development of Project Management Best Practices and Application Life Cycle processes and policies tailored to the DCPS culture. On top of proven project management skills and Full System Development Life Cycle experience the resource must have a strong sense of curiosity as a critical part of the role will be to help come up with the future long term vision for EADS in DCPS and contribute to plan out what should be built to implement that vision. Specific duties for the position include: Specific Duties: 1. Work with EADS and Program Office leadership to develop project charters and relevant project artifact. 2. Work with Business Owners and IT to define project scope, create appropriate implementation plans, identify skills and manage resource allocation, drive execution and quality assurance to ensure successful implementation and roll out. 3. Lead and execute project risk management and mitigation ensuring that material variations are communicated to stakeholders. 4. Educate and mentor Client IT staff in concepts, methods, technologies and practices relating to project management, business analysis and quality assurance. 5. Participates in Application Strategy discussions, reporting and forecast activities. 6. Creates Executive level presentations and collaborates regularly with DCPS program and IT stakeholders. Required Skills and Experience 1. Required: 11+ years progressive in Full System Development Life Cycle implementation and/or Application Life Cycle Management 2. Required: 11+ years implementing COTS and Custom applications 3. Required: 2+ successful implementation of enterprise level application 3. Required: 2+ successful implementation of Aspen or other Student Information System 4. Required: 10+ years progressive experience in IT project and program management 5. Required: 8+ years progressive experience in requirements definition, documentation, and testing. 6. Required: Expertise in Project Management methodologies, tools and techniques such as PMBoK, Agile Framework, and/or Lean Project Management. 7. Required: Strong self-starter and ability to work independently 8. Required: Strong attention to detail and the ability to translate high level technical and business Required: Outstanding oral communication skills, including public speaking 9. Required: Outstanding written communication skills, including writing complex documents 10. Required: Ability to actively listen and draw out the true needs rather than the stated wants of any given stakeholder 11. Required: Ability to work independently as well as collaboratively in a multidisciplinary team 12. Required: Superb problem solving skills and troubleshooting abilities 13. Required: Superb problem solving skills and troubleshooting abilities Nice to have: Experience with Student Information Systems, and preferably with Aspen SIS 14. Nice to have: Experience implementing CRM and/or ERP solutions such as Salesforce, Microsoft Dynamics, Quickbase, etc. 15. Nice to have: Keen sense of maximizing return on investment, focusing on the 80% solutions rather than a fruitless quest for perfection 16. Required: Ability to work independently as well as collaboratively in a multidisciplinary team --- CONTRACT JOB DESCRIPTION Short Description 11-15 years of experience. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks. Complete Description Responsibilities: 1. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks. 2. Manages teams of contract Support Personnel at multiple locations. 3. Maintains and manages the client interface at the senior levels of the client organization. 4. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Minimum Education/Certification Requirements: Bachelor's degree in Information Technology or related field or equivalent experience

Client Information

Work Location:	DCPS - 1200 First Street NE, 9th Floor Washington, DC 20002	Cost Center:	DCPS - District of Columbia Public Schools

Required/Desired Skills

Required /Desired

Skill	Required /Desired	Amount	of Experience
Progressive experience in Full System Development Life Cycle implementation and/or Application Life Cycle Management	Required	11	Years
Experience in a PM role implementing COTS and Custom applications	Required	11	Years
Experience in PM role overseeing successful implementation of enterprise level applications	Required	2	Years
Progressive experience in IT project and program management	Required	11	Years
Progressive experience in requirements definition, documentation, and testing	Required	8	Years
Experience in PM role using Project Management methodologies, tools and techniques such as PMBoK, Agile Framework, and/or Lean Project Management.	Required	8	Years
Experience with Student Information Systems, and preferably with Aspen SIS	Required	2	Years
Experience implementing CRM and/or ERP solutions such as Salesforce, Microsoft Dynamics, Quickbase, etc.	Nice to have	4	Years
PMP or Scrum Master Certification	Desired		
11-15 yrs in progressive consulting leadership role, providing full lifecycle services in enterprise environment	Required	11	Years
11-15 yrs managing, coordinating, and establishing priorities for entire project lifecycle	Required	11	Years
Bachelor's degree in IT or related field or equivalent experience	Required	15	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?

Question 4	Please note the client is ONLY holding in-person interviews for this position. They WILL NOT hold phone or web/video interviews. Please confirm you have discussed this with your candidate and he/she will attend an in-person interview if selected.
Question 5	The candidate selected for this position will have to complete an agency-specific background check and fingerprinting upon acceptance of the position. Please confirm that you have discussed this with your client and accept this requirement.
Question 6	Candidate has to be able able to start within 21 days of accepting the position, including completing the compliance items.