

Job Title: Project Management Office (PMO) Manager

Summary:

Senior manager responsible for the management of PMO work performed by NHA staff under the MSPIC contract. Responsible for ensuring on-time delivery of work products according to project schedule, scope and budget.

Responsibilities and Duties:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- ❖ Directly supervises staff working in the PMO Office by assigning work, mentoring, setting goals, measuring performance, and providing direct feedback.
- ❖ Manages subcontractors, consultants, vendors and similar parties, if any, engaged in performing work for the PMO office.
- ❖ Leads and oversees delivery of key MSPIC project management deliverables, including Project Management Plan, Project-Wide Management Plan, Risk Management Plan, Program Issue Log, and Project Status Reports.
- ❖ Monitors/tracks delivery of key MSPIC deliverables, including Quality Assurance Plan, Business Continuity Plan, and Disaster Recovery Plan.
- ❖ Engages partners (COB&R contractors) in COB&R deliverable tracking and development of a COB&R PWMP.
- ❖ Manages program risk identification, mitigation, tracking, and monitoring process.
- ❖ Report on PMO projects and MSPIC issues and concerns to the MSPIC Project Director and other senior members of management
- ❖ Advise client on MSPIC project status, risk assessments, scheduling issues, and other PMO-related issues
- ❖ Leads and oversees development and implementation of standardized MSPIC project management processes and procedures for use in all MSPIC/COB&R projects, taking into account the need for individual project flexibility to accommodate client needs.
- ❖ Assists Quality Assurance component in attainment of CMMI Level 3 certification through creation of templates for all phases of project management, which can be used to implement MSPIC/COB&R projects.
- ❖ Leads the MSPIC in CMMI activities required for compliance including the creation and maintenance of required CMMI documentation.
- ❖ Leads and oversees effort to advise NHA managers, directors, and key team members/SMEs on the best use of project management execution and methods for MSPIC/COB&R projects, and acts as the first point of contact for any program management inquiries within the MSPIC. This includes having the PMO provide support and guidance on projects in the form of providing project management templates (see above bullet), assisting with development of project schedules or with any other project management tasks or tools that staff identify as needing advice or assistance on, training staff on use of project management tools and resources, conducting lessons learned sessions at the completion of projects to determine how to improve NHA implementation of projects, etc.

- ❖ Leads PMO development of repository of project management tools and resources for MSPIC staff, to include lessons learned from prior projects and other historical project information to aid in future projects (schedules, templates, risk registers, project plans and concept of operations documents, etc.).
- ❖ Leads and oversees development and ongoing maintenance of COB&R Document Management System.

Qualifications:

- ❖ Bachelor's Degree or equivalent, related work experience
- ❖ Project Management Professional required
- ❖ 10 years' work experience in a related field
- ❖ Excellent communication, problem solving, and customer service skills
- ❖ Commitment to excellence and high standards
- ❖ Strong organizational, problem-solving, and analytical skills
- ❖ Ability to manage priorities and workflow
- ❖ Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- ❖ Proven ability to handle multiple projects and meet deadlines
- ❖ Good judgment with the ability to make timely and sound decisions
- ❖ Creative, flexible, and innovative team player
- ❖ Proficient with Microsoft Office, Microsoft Project, Microsoft Visio