



## **Project Manager / Sr. Project Manager**

ATHENA is seeking qualified Project Managers who are highly experienced in successfully leading and delivering large scale projects. The role of a Project Manager is to define and manage projects as either the lead project manager or as the lead technical project manager and will usually require experience in business analysis, or in working closely with a business analyst.

The following will be customized for each assignment:

### **Activities**

- Develop the high-level and/or detailed scope for the project. Formalize the expectations for the scope of services, timeline, and budget and, determine the business case, i.e. the benefits and costs of a project, tangible and intangible.
- Lead the development of the project plan, working with business and technical experts within the Board. The project plan includes realistic work estimates, schedule, resources, costs, roll-out tasks, quality approvals, communications, and benefit measurements. Formalize the project plan and obtain User Department approval with commitments for resources and budget.
- Manage project to completion. Ensure commitments are met and initiate corrective action as required. Manage scope changes, issues, and risks. Provide timely and reliable status reporting.
- Develop and publish business requirements. Interview management, future users, and other stakeholders in the new solution, define existing and new business processes, and identify transition activities.
- Develop use cases and test plans. Develop or assist in the development of technical requirements.
- Develop requests for vendor quotes / RFPs and drive the vendor selection process.
- Facilitate the prioritization of desired requirements and shape the project with phases, if appropriate. Obtain buy-in and formal approvals from all necessary Board representatives.
- Serve as a functional expert throughout the project, performing tasks such as:
  - 1) Gather and analyze business requirements;
  - 2) Define and design data flows, user interfaces, and process controls;
  - 3) Prepare and execute test plans to ensure requirements are met;
  - 4) Develop and conduct training for end users, management, and support staff;
  - 5) Identify roll-out steps;
  - 6) Prepare functional and technical documentation; and



7) Identify opportunities for future development.

Provide day-to-day communication, translation, coordination, and oversight with the business, ITS, vendors, data analysts, designers, engineers, trainers, implementers, and other stakeholders to ensure successful project delivery.

### Sample qualifications

- 5-10 years of project management experience, preferably with projects that include Information Technology. Proficient in industry-standard project management practices, principles, and tools such as MS-Project. Proven ability to plan, organize, and deliver projects collaboratively in a matrixed organization across business and information technology.
- 5-10 years of business analysis experience in implementing technology-enabled solutions. Proficient in business analysis practices, principles, and tools.
- Excellent verbal and written communication skills.
- Proven ability to communicate with executives, managers, functional experts, and technical experts.
- Excellent facilitation skills and creativity to bring issues to resolution.
- Confident, organized, curious, self-motivated, and persistent individual who enjoys connecting the dots between people and getting things accomplished as part of a team, who can continuously drive the project forward.

Preferred -- Bachelors Degree or equivalent experience.