

# **QA/QC PROJECT MANAGER (PMP)**

**START DATE:** Immediate

**SALARY:** \$45-60 per hour, depending on years and relevance of experience (1099)

**LOCATIONS:** Elkridge and Essex Maryland

## **Mandatory Requirements**

- Has managed software project requirements gathering, creating design documents, development, testing and deployment
- Understanding of SDLC
- Demonstration of understanding of Project Management at Task Order level
- Establishing project artifacts like Project Management plan, Risk Management plan, Project Deployment Plan, etc.
- Demonstrated working with deadlines
- Demonstrated problem solving skills in software development environment
- Conducted Project reviews and provided feedback
- PMP Certified from PMI

## **Highly Desired**

- Knowledge of Child Welfare Programs and/or other welfare state or federal welfare programs with demonstrated competence in managing Child Support Enforcement Systems
- Experience in responding to RFPs and writing RFP's
- Experience in conducting Independent Verification & Validation & (IV & V) for IT projects

## **Education & Experience**

- Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related disciplines. Master's Degree preferred.
- At least (12) twelve years experience in the Task Order based contracts and leading a team of 4 or more resources in which strong leadership, communication and coordination were employed
- At least (3) three years experience having developed and successfully implemented, operated a large scale enterprise wide project management office for governmental entities

- At least (12) twelve years experience in project management, transition management, administration and reporting for large-scale system development / replacement projects for governmental entities
- At least (12) twelve years experience and expertise providing ongoing operation phase consultation and project management for large-scale system development/ replacement projects for Federal or State government agencies
- Demonstrable knowledge of health and human services is desired

### **Duties & Responsibilities**

- Coordinate & facilitate with client Project Managers, during each project by monitoring project deliverables and milestones to confirm no schedule slippage by the contractor. Monitors issues and provides resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills.
- Managing the Fiscal Validation effort including facilitating the meetings, developing training and other documentation to support the Fiscal Validation process, coordinating the effort with the local Departments of Social Services and review of all project deliverables.
- Oversee and Coordinate project activities with the development contractor, testers, Project Control Office, EPMO, QA and IV&V team
- All QA/QC and IV&V reviews, assessments, and recommendations are based on client requirements, site business standards, technical standards, project management standards, industry standards, accepted best practices, and various projects' contractual requirements.
- Ability to manage & execute task related to QA and IV&V initiatives by applying PMI PMBOK principles and comparable Industry best practices
- The selected PM SME should be able to initiate, budget, manage and complete the projects to support to our client in the Health and Human Services sector
- The PM SME should be able to manage the multi-disciplined project team, which involves reviewing the work plans, maintaining Status Reports, facilitating the team meetings, publishing, distributing the agendas, minutes and other documentation
- The PM SME should be able to perform day-to-day management of the project, identifies issues, risks, recommends possible issue and risk mitigation strategies associated with the project. Develop and implement mitigation strategies for identified risks
- Organize all relevant project meetings and work sessions and identifies, tracks, and reports on all risks, issues, and action items for each project