

Senior Project Manager

Position Description

The Senior Project Manager will support the transformation of our businesses by embracing enterprise services and value delivery. The Senior Project Manager will blend deep skills and knowledge along with big picture strategic mindset and creativity to focus on customer driven outcomes. This position is responsible for planning and management of scope, schedule, budgets, resources, stakeholders, business benefits, change, risks, risk mitigation, project tracks and deployments. The Senior Project Manager may be an individual contributor leading and influencing stakeholders and team members, or could be directly managing others such as business analysts and more junior project managers. Projects and programs assigned may be in a variety of domains, technologies and of the Strada enterprise.

Minimum Qualifications

The Senior Project Manager must satisfy the following qualifications:

- Bachelor degree in business or computer related field or equivalent experience
- Six to nine years' experience in delivering quality Infrastructure Project Management
- Three or more years' experience in leading significant projects across all solution areas
- Demonstrated ability to communicate, lead, build teams, and recommend business strategies
- Working knowledge of one or more formal project management methodologies including at least one that is iterative (non-waterfall)
- Problem solving & decision making skills and the ability to work with team members to gather information and determine possible/probable impacts to the project, document mitigation steps taken in troubleshooting and communicate these to the team and customer.
- Understanding of ITIL Framework
- Proficient in solving business problems, applying technology and frameworks and demonstrated proficiencies in Enterprise IT infrastructure solution issues
- Significant successful experience in leading projects involving multiple technologies or large and complex implementations
- Working knowledge of the cost, timeline, and resources necessary in deploying technology solutions
- A professional, customer-focused attitude and courteous manner towards clients, partners and peers with proven relationship building, influencing and collaborative skills
- Ability to work weekends and/or off hours as necessary to meet clients' needs
- Excellent written, presentation, and verbal communication skills including demonstrated experience presenting technology recommendations from a business perspective
- Tactical expertise in IT project planning and process development (can teach others) balanced with ability to follow prescribed standards, methodologies
- Proven record of delivering full solutions, driving accountability balanced with a servant leadership approach

Essential Functions

Project management

- Conducts weekly reviews and updates of project scorecards and reviews and approves project time on schedule

- Owns financial performance and is accountable for projects' profit and loss
- Determines the appropriate documentation (communication plans, schedules/timelines, status reports, quality plan, closure summary, budget, risk plan, etc.) for projects and manages the quality and delivery of documentation to clients
- Owns change order process
- Manages project procurement and adjusts schedules as necessary and ensures projects adhere to quality control standards such as project change orders, reporting and issues tracking
- Documentation and Deliverables - manage clear, concise deliverables utilizing the appropriate document templates

Leadership

- Contributes to setting the direction for the project management discipline at Strada by refining templates, tools and materials
- Facilitates the sharing of information across the project management team (information from conferences, best practices research, lessons learned from experience, training seminars, etc.) by building tools/sites, creating webinars and wikis, organizing ad hoc meetings, etc.
- Coaches Project Managers in developing project management skills

Communication

- Negotiates changes (cost, scope, effort, schedule solution, resource commitment, etc.) to agreeable result
- Capable of independently negotiating in difficult circumstances without assistance
- Prepares and presents formal and informal presentations to clients, project team, executive teams and groups outside the company in an interactive format or lecture style
- Prepares and presents formal presentations at executive briefings

Accountability

- Independently manages project and applies Strada methodologies
- Sharing knowledge and being a champion for the project management discipline
- Stay abreast of industry best practices
- Evaluate customer "wins" to identify and promote best practices

Qualified individuals should email their resume to terri.shea@stradaeducation.org.