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Project Manager

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a Project Manager. This position will be located at Ft. Belvoir, Va. and requires an active TS/SCI clearance.

Project Manager:

Responsible for the efficient management of this task order and all associated tasks and perform IT project management functions to include the Initiating, Planning, Executing, Monitor and Controlling, and Closing of all projects/programs assigned to include but not limited to planning activities skills, forecasting, budgeting/cost estimating, scheduling, government approved resource allocation, monitoring, controlling and auditing and any other associated IT related tasks. Fulfill IT Project Management duties and tasks as specified in the Program Management Institute (PMI) guidelines and directives.

Complete project planning documents IAW INSCOM prescribed standards of reporting.

Participate orally and in writing in the staffing of memorandums, executive level letters, executive summaries, information papers, discussion papers, read-ahead packets, concept of operations, operations orders, site surveys, meeting minutes, milestone charts, and trip reports all integral to IT projects. Be able to prepare the following types of executive and senior leader level presentations: desk-side, course(s) of action, introduction, exit, command, and decision briefs at all audience levels from user to the Commanding General.

Utilize sophisticated analytical techniques to complete initiating, planning, executing, monitoring and controlling, and closing. Milestones and project documentation deliverables will be measured IAW pace of project and stakeholder/senior leadership demands.

Conduct day-to-day functions of the project, accountable for any steering group, working groups, in-progress reviews (IPRs), Operations Planning Team (OPT), planning for tactical and strategic options.

Qualifications:

TS/SCI Clearance

- BS or equivalent
- Security+ certification
- PMP Certified
- 4-8 years of experience

Responsibilities:

Manage all aspects of project management utilizing the PMBoK and our IEDOM approach with little to no supervision.

Manage of schedule and resources.

Coordinate with other teams such as IA/CS, business process engineering, and IT engineering to accomplish projects.