

Project Manager

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a full-time Project Manager Subject Matter Expert at DMDC located at Seaside, Ca.

Responsibilities:

Defines and creates project plans for project, portfolio, and product prioritization and implementation

- Lead project / technical teams in day-to day execution and compliance with prescribed methodology processes, including: project charter development, project initiation and facilitation, project plan development, risk and issues management, quality planning, communications planning, WBS decomposition, project schedule development, change management, configuration management, status reporting, post-project reporting, project transition planning, and project shutdown.
- Plans and coordinates meetings, conferences and team functions. Produces and maintains all project plans, schedules, correspondence, documents, reports and presentations as required by the implementation team
- Evaluates trade-offs between project size and complexity, cost, urgency, risk, and stakeholder value
- Partners with business sponsors to define success metrics and criteria
- Builds, leads, and coaches multiple project / technical teams throughout project lifecycles
- Facilitates all operational checkpoint activities throughout the lifecycle of projects
- Assesses and resolves all high priority project risks as they are encountered
- Ensures all projects adhere to project methodology compliance standards
- Lead project team through structured task estimation process.

Requirements:

-Secret/SSBI

Required Skills and Experience:

- 5 years' experience in Project Management
 - 5 years' experience leading technical teams
- Hands-on experience in project/portfolio resource planning, reporting, prioritization, and budgeting
- Must have demonstrated ability for independent decision making, supporting large customer groups, and managing highly visible large-scale projects
 - Ability to work well in a matrixed organization with limited resources
 - Excellent interpersonal and communication skills and proven ability to work effectively with all organizational levels
 - Proficient in MS Office Suite, Excel, Word, Project, PowerPoint, Visio, and Access
 - Presentation - Presents clearly and informatively, easily maintaining audience attention and responding to audience needs; Able to facilitate discussion, progress effectively, and manage audience as needed
 - Maintain timelines and target dates in Microsoft Project

To apply to this position, please email jobs@directviz.com

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For more information or inquiries, please contact us at: jobs@directviz.com