

**NO AGENCIES**

**PROJECT MANAGER**

The purpose of this role is for a full time commercial software project manager. This role is part of our existing project management team that works on a wide range of complex software solution projects both in the US and UK. The position is based in our Reston VA offices. The position holder must be a US Citizen and capable of obtaining security clearances if necessary.

<b>ACCOUNTABILITIES</b>	<p><b>1. Project Management</b></p> <p>Your primary responsibility is to manage several software projects and execute project deliverables to meet (or better) time, budget and quality commitments.</p> <p>Projects are primarily external facing implementations to key known name clients in government, defence, financial, technology, healthcare and chemical sectors but may also include internal product deliveries for meeting product deadlines for release to multiple customers.</p> <p><b>2. Project Estimation</b></p> <p>Work with the sales team and/or product management to ensure accurate time, effort and cost estimates.</p> <p><b>3. Project Planning</b></p> <p>Ensure detailed statement of work is created and signed off by the customer. Create and own the associated project plan to deliver the defined statement of work.</p> <p><b>4. Project Execution</b></p> <p>You will study and be familiar with the contents of the software contract and scope of work. Manage the resources and stakeholders in accordance with Project Plan and to achieve or better the financial returns to the company documented at the bid phase/win of the project.</p> <p><b>5. Project Tracking</b></p> <p>Produce monthly reporting for Intercede management, distributed in accordance with the guidance for project reporting on project status and key metrics including effort, productivity, cost, project margin, risks and customer satisfaction.</p>
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<b>EXPERIENCE</b>	<ol style="list-style-type: none"><li>1. Minimum of 5 years PM experience, and 10 years in a software industry either with a systems integrator or software product developer</li><li>2. Previous experience of planning, execution and delivery of complex software solutions to meet customer requirements is essential</li><li>3. Demonstrable experience of managing software development projects to time, budget and quality is essential</li><li>4. Experienced in managing team sizes of a minimum of 20 people</li><li>5. Proficient in MS Project and other project planning and tracking tools</li><li>6. Must be capable of project managing a number of consecutive high-profile projects to exacting timescales</li><li>7. Ability to track performance and execution to successful completion of tasks/work packages</li><li>8. Business analytical skills and ability to understand the technical requirements of the project, communicating effectively with technical and management staff regarding progress or issues</li><li>9. Implementation and maintenance of technical risk register, contingency and containment planning and management to completion</li><li>10. Experience of working with agile development approaches</li><li>11. Knowledge of quality process controls and relevant standards, ISO 9001:2015, ISO 27001. Knowledge of Sigma, CMMI and others would be an advantage.</li><li>12. Certifications PMP, Prince 2, APMG desirable</li><li>13. Able and willing to exceed client and internal stakeholder expectations</li><li>14. Educated to degree level with a strong software engineering competence</li><li>15. Self-starter, focused, high energy individual</li><li>16. Excellent communication, interpersonal and presentation skills in managing relationships and key internal and external stakeholders</li><li>17. Ability to think creatively as well as logically</li><li>18. Able to work under own initiative and as a member of a team</li><li>19. Able to work under pressure and to tight deadlines</li><li>20. Knowledge of CyberSecurity industry a distinct advantage</li></ol>
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