

**Position Ref: JP 2015.2**

**Start Date: TBD (Anticipate 1 Oct 2015)**

**Clearance: Public Trust**

**Project Analyst \_ Consultant Support Services – USDA**

**Adaptive Insight** is currently looking for a project analyst to join our team in Washington DC.

If you fit the below skillset and are ready for a new opportunity, please send us your resume and we will be in touch! Thank you!

**Key Tasks:**

- **Provide project management support to government enterprise system**
  - Scheduling management support
  - Risk management support
  - Communication management support
  - Capital Planning and Investment Controls support
  - Documentation development and updates
- **Provide project management support to government purchase card program**
  - Scheduling management support
  - Risk management support
  - Management tracking and customer communications
  - Documentation development and updates

**Specific Duties:**

- **Provide Project Management Support**
  - Provide project management related SDLC support.
  - Track course of project from meetings, conferring with managers, and receiving reports. Update project schedule as needed. Document changes to scope or functionalities with change ticket, project plan, or other format.
  - Collaborate with stakeholders to complete their project-related tasks, reviews and approvals.
  - Track and report on project issues, risks, status and accomplishments as well as assist in the resolution of business and technical issues.
  - Identify issues and risks along with proposed mitigation and remediation options to resolve impacts to project schedules, costs and implementation.
  - Develop meeting agendas, minutes, and other supporting program/project documentation (i.e., status reports, presentations, planning documents, etc.)
  - Develop plan and coordinate cardholder set-up workflow design and an implementation process.
  - Provide support for data analysis and analytics, metrics, executive and management briefings, audits, and meeting minutes.
  - Assist the contractor lead for Capital Planning and Investment Control (CPIC) support. Provide assistance for key aspects of the CPIC process to include Program Management

Plan updates, Business Case Development, and Documentation, IAS Master Scheduling, Performance Metrics, and Risk Management.

- **Update Project Management Documentation / Artifacts**
  - Provide updates to Alternatives Analysis, Project Management Plan, Work Breakdown Structure (WBS), Project Charter, Project Schedule, Change Management Plan, Risk Management Plan, Acquisition Strategy, Quality Management Plan and other key program documents. Activities to ensure that the application meets the customer needs and accomplishes the intended purpose.
  - User Confirmation Testing (UCT) that will allow end users to validate that the system delivers the requested functionality and will accomplish its business objectives.
  - Test cases produced in collaboration designated technical support contractors based on test data provided.
  - Test Plan that defines testing schedule, test coverage, test procedures, and test data.
  - System testing conducted at the designated hosting environment.

#### Required Experience:

- At least three years of substantive project management experience; at least two years must have been supporting federal government projects; one to two of the years must have been supporting IT projects or programs.
- Excellent oral and written skills.
- Proficiency with Microsoft Project, Word, Excel, and PowerPoint.
- Strong analytical and product management skills, including a thorough understanding of how to interpret customer business needs and translate them into functional and operational requirements
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts

#### Education and Training:

- Program management accreditation (e.g., PMP) or equivalent formal educational experience.
- Bachelor's degree with a background in Information Technology with 2-3 years of relevant experience