

### BASIC FUNCTION OF THE JOB

The Project Management Technical Consultant, hereafter PMTC, is responsible for the planning, configuration and management of a client’s project and portfolio management (PPM) systems. This includes providing consultation on best practices, technical configuration of the PPM systems, providing training, and providing project management for the overall PPM implementation. The PMTC may also be called upon to provide on-demand support and enhancement to existing deployments of PPM tools.

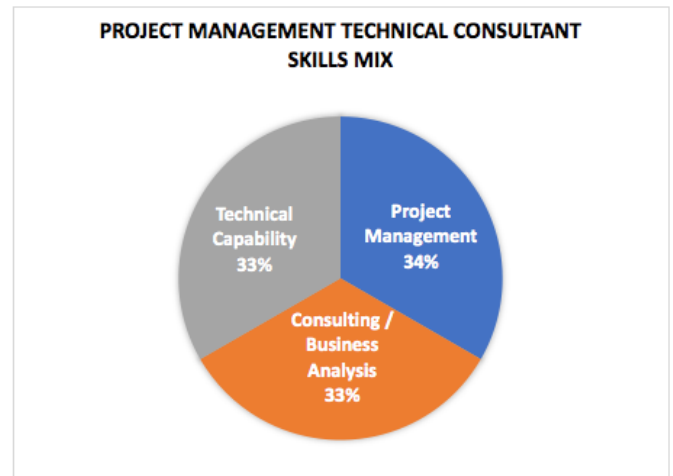
This role requires a good balance between Project Management knowledge and experience, and technical capabilities, as the job duties require client management, Project Management consulting, and technical configuration of project management information systems.

### WORK PERFORMED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Essential Functions of the Job:

- Project Management Duties
  - Maintain key relationships both internally and within the client environment
  - Plan and execute PPM implementation projects
  - Define testing scenarios and develop test scripts
  - Effectively communicate and drive project deliverables
  - Ensure contract/project goals are met
- Consulting Duties
  - Provide functional consulting services by acting as a project management and PPM subject-matter-expert to lead clients through a PPM deployment
  - Identify / consume requirements and map them to PPM functionality
  - Identify functional gaps and develop solutions for clients



- Advise clients on options, risks, and any impacts on other processes or systems
  - Develop admin and end-user training materials
  - Deliver admin and train-the-trainer training
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- Technical Duties
    - Transform functional and technical requirements into detailed designs, including process flows and wireframes
    - Configure the PPM application to meet requirements (note: training will be provided on our PPM tools)
  - Other duties as assigned

## **MINIMUM REQUIREMENTS**

### Education and/or Experience:

Bachelor's degree in Business Management, computer science, or a related field, or equivalent experience. Project Management Professional (PMP), Certified Associate Project Manager (CAPM) or Prince2 Practitioner certification required. Certified Business Analysis Professional (CBAP) and Agile/Scrum certifications preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Minimum 4 years of Project Management experience. Consulting or Shared-Services experience essential. Experience with implementing, configuring and/or administering a PPM, CRM, ERP or similar SaaS solution is a plus. General programming methodologies and software architecture knowledge is highly desirable.

Must be able to balance multiple projects at any given time and stay on top of the details for each. Strong presentation and communication skills needed. Positive attitude and customer-centric attitude are key. Must be a self-starter and quick learner and comfortable in a fast-paced environment. The ability to quickly learn and master new / emerging technologies through a combination of documentation and hands-on experience is key to success in this role.

Training will be provided on PPM best practices and on technical configuration for the specific PPM systems involved.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to: stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop and kneel
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus due to computer work
- Ability to uphold the stress of traveling and public speaking

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Position requires occasional business travel to client sites; remainder of time is work-from-home, so candidate must have reliable high-speed internet access
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area
- Ability to sit at a computer terminal for an extended period of time