

**Title:** OH City of Columbus  
DoTProgram Manager 2      **Region:** State of Ohio

**Req ID:** 384227

**Details**

**Requisition Details**

**Req. Class:** PMV1 : PM2 : A1      **Region:** State of Ohio

**Title:** OH City of Columbus  
DoTProgram Manager 2

**Req. Status:** Pending approval

**No. of Openings:** 1      **No. Filled:** 0

**Start Date:** 12/01/14      **End Date:** 05/31/15

**No New Submittals After:**      **Maximum Duration for this Requisition Class:** 1 Years

**Market Solicitation:** Entire Network

**Selected Vendor/Resource:**

**Worksite Address:** 1111 East Broad St-3rd Floor, C

**Agency Interview Type:** In Person Only

**Expenses Allowed:** No

**Account Manager:** Lori Hubbard

**SLA Exempt:** No1

**Priority:** Urgent

**Release and Permit Nbr (if available):**

**Work Hours:** M-F 8am-5pm

**Rate Information**

**Bill Range:**

**Bill Rate Low:** \$ 0.00 USD Per Hour

**Bill Rate High:** \$ 0.00 USD Per Hour

**Do Not Allow Submission Above Maximum Rate:**

**Hourly High Bill Rate:** \$ 71.68 USD

**Current Budget:**

Rate		# of Openings		Work Hours/Units per Week		Duration (Weeks)		Estimated Budget	Estin Hour
\$71.68 USD	x	1	x	40	x	26	=	\$74547.20 USD	1040
<b>Total</b>								<b>\$74547.20 USD</b>	<b>1040</b>

## Requisition Description

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**Engagement Type:** Contract

**Short Description:** The City of Columbus is seeking an experienced project manager to manage small to medium software development, commercial off the shelf and enhancement/upgrade projects for various departmental agencies across the City.

**Complete Description:** Interviews are In Person only. The candidate will work closely with Applications service managers within the Department of Technology to implement software development, commercial off the shelf, enhancement/upgrade projects for various departmental agencies across the city. Candidate will also work closely with agency representatives to ensure a smooth transition. Candidate is expected to work full-time on site for approximately 6 months (estimated 1080 hours). Determination of the workload after the initial commitment will be at the discretion of the Project Sponsors Standard project management tasks that are anticipated include:

- Clear communication to all involved parties regarding timelines, expectations, etc
- Management of project schedule and finances
- Escalation of decision points to appropriate parties
- Management of scope and tasks within the program within the designated time frame
- Mediate between stakeholders and team members
- Assist with building positive working relationships between all involved parties
- Documentation of all activities, decisions, risks, etc.
- Identify resources and skill sets needed to complete all project tasks.

Qualifications include :

- Experience managing software development projects following a defined PMO methodology and SDLC.
- Experience with business impact analysis, process documentation and improvement, or service level agreements.
- Excellent communication, leadership, and organization skills are required
- PMP certification is preferred
- Ability to lead a diverse team
- Ability to manage projects within a matrixed organization with resource constraints
- At least 3 years of experience in a technology support operations environment
- At least 5 years of experience managing small to medium projects
- Excellent problem solving and analytical skills.

Preferred candidate must agree to and follow all City work rules, security and access policies, and divisional policies and procedures. Candidate must submit to a Federal and State criminal background check through the Columbus Division of Police (at the City's cost). Additional background checks may be required as dictated by City and divisional policy. The Program Manager directs, controls, administers, and regulates an enhancement or development program. The Program Manager is the individual ultimately responsible to the agency. The Program Manager's primary responsibility is to drive the entire effort from start to finish. The Program Manager must ensure that the program is completed on schedule and that the final product meets the business, technical, and established quality requirements. PM2 Years of Relevant Experience: 5 to 6 years Preferred Education: 4 year college degree or equivalent technical study. Role Description: All roles specified in PM1 plus the following:

- Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders.
- Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders.
- Build and maintain relationships with key stakeholders and customer representatives.
- Direct work planning and scheduling design work.
- Manage, and track the program progress against the program plan.
- Serve as the primary point of contact for all program-related issues and resolution of issues.
- Coordinate and present proposals to agencies as necessary.
- Identify and manage program risk and develops risk mitigation strategies, track to closure.
- Ensure team leads adjust and revise estimates when necessary.
- Anticipate issues and proactively address them. Resolve conflicts with sensitivity and tact.
- Coordinate the establishment of program standards and program specific procedures with team leads.
- Responsible for project compliance with standards and procedures.
- Responsible for the capture and reporting of required program management metrics.
- Responsible to tailor and baseline all program templates.
- Develop and facilitate achievement of program service commitments and performance metrics.
- Ensure that tasks provide value and support the strategic direction of the program and meet service commitments; conduct reviews with agencies.
- Accountable for the final program management evaluation review with stakeholders for approval upon program completion.
- Communicate effectively with customers and software / hardware suppliers supporting the State as appropriate.
- Identify and track issues.
- Balance workload with program members' capacity.
- Communicate to team members how their work assignments relate to and help achieve program objectives.
- Plan program specific training and orientation needs.

## Contact Information

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**Client Contact:** Wildes, Lori**Req. Owner:**

Freeman, Mark

**Reports To:**

Freeman, Mark

**Client Information****Work Location:** State of Ohio**Cost Center:**City of Columbus Department of  
Technology**Project:**

PMO Staff Augmentation

**Required/Desired Skills****Required /Desired**

<b>Skill</b>	<b>Required /Desired</b>	<b>Amount</b>	<b>of Experience</b>
All roles and responsibilities outlined in PM1 plus the following	Required	6	Years
Experience managing software development projects following a defined SDLC methodology	Required	6	Years
Experience managing software development projects following a defined PMO methodology	Required	6	Years
Experience with Business Impact analysis, process documentation and improvement	Required	6	Years
Experience with Service Level Agreements	Required	6	Years
Experience managing projects within a matrixed organization with resource constraints	Required	5	Years
Experience in a technology support operations environment	Required	3	Years
Experience managing small to medium projects	Required	5	Years
Experience managing project finances and project schedule	Required	5	Years
Experience managing scope and tasks within a program within a designated time frame	Required	5	Years
Experience in resource management	Required	5	Years
Experience managing risks within a project plan and escalating decision points to appropriate parties	Required	5	Years
Experience with mediation amongst team members and stakeholders	Required	5	Years
Excellent problem solving and analytical skills	Required	5	Years
Excellent communication and presentation	Required	5	Years

**Questions**

	Description
Question 1	The vendor rate is \$ 66.58

**Compliance**

**Distribution**

**Vendor Restrictions**

**Restriction Type:** None

**Starting Tier and Auto Change Settings**

**Contract Tier:** Tier 2   **Auto Change:** Yes

**Reference**

**Approval/History**

**Approval Summary**

Date	Name	Level	Status	Comments
10/02/14 3:57 PM	Mark Freeman	Hiring Manager	Submitted - Client Approval	Staff augmentation needed for City of Columbus Department of Technology, Project Management Office
		Final Approver	Next Approver	

**Change Tracking**

**Created By User:** Mark Freeman   **Created Date:** 10/02/14 03:49 pm  
**Last Change User:** Lori Wildes   **Last Change Date:** 10/03/14 10:32 am