



"Managing the People Side of Change"

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Project Management Consultant

Job Summary

The project manager will positively help organizations deliver results against some of their most complex business initiatives. The ideal project manager will have the ability to use both creativity and business sense to: step in to a hands-on leadership position to drive the successful completion of mission-critical initiatives against plan and keep the rest of the team focused on the end goal. This includes the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.

Job Duties & Responsibilities

Coordinate/manage all project phases and deliverables throughout the entire project lifecycle: deliverables- detailed and updated project plan, resolution/communication of issues and risk needing escalation, updated project schedules, consolidated status reports, packaged deliverables.

Prepare for and facilitate status reporting (team, management and executive), deliverable- agenda, issue and risk reports, project plans, executive briefings, consolidated status report, project stats and dashboard reports, meeting minutes, updated action list, etc.

Prepare the team for each 'cycle' within the Software life cycle, deliverable - updated project plan, detailed strategies for each phase, kick-off /initiation presentations, templates, processes and procedures, methodology, quality measurements, acceptance criterion and logistics.

Manage the team activities, deliverable- communication plans, developed and maintained project plan/schedule, packaged deliverables, and successful project implementation.

Manage all training activities, deliverable- coordinated training schedule (taking into account data dependencies, client operational limitations, limited resources), training facilities,

communication plan, training data, training curriculum, training environment (technical), successful facilitation with client for needed training resources.

Provide document management, deliverable- administered team SharePoint site, project deliverables are audited, accepted and properly archived.

Provide project accounting, deliverable- manage project budget.

Manage team logistics, deliverable- onsite coordination of workspaces, training facilities, meetings/conferencing, software/hardware, and team calendar.

Required Qualifications

Certified Project Manager through PMI (certification active and registered in PMI database)
Experience with PMBOK techniques and managing government projects
Experience with structured methodologies and project planning tools- Microsoft Excel, Visio and Project required
Experience leading project teams and managing multiple vendors
Experience with PROSCI or ADKAR Change Management Methodologies *a plus*
Experience with implementing a CRM *a plus*

NOTE: Experience, education and certifications will be verified