

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Business Process Management Analyst** will work with our team to develop new insights and understanding of business performance based on data and statistical methods. Successful candidate will define the scope of the Business Analysis effort and provide recommendations to the client for the scope, phases, and resources needed for a successful implementation.

Job Code: 324-0149 BPMA

Duty Location:

Norfolk, VA

**Minimal travel may be required.*

The Business Process Management Analyst will:

- Collaborate with Executive Leadership to establish core objectives and target-state goals
- Collaborate with Executive Leadership and affiliated teams to conduct assessments, provide evaluation, and make recommendations for changes to create returns on investments and improvements
- Conduct a baseline assessment in order to define a map and schedule for how we reach the target-state goals and objectives
- Conduct interviews, gather metrics, information and insights from all available information sources, and collaborate to develop a baseline business assessment
- Provide clear understanding on how the Program Office functions, and provide recommendations for changes that may be possible to make improvements
- Develop the Business Process Management Implementation Plan, and supporting Standard Operating Procedures (SOPs)

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- Provide requirements and recommendations to develop and implement supporting tools and process enablers
- Structure the defined lifecycle and phases for a fiscal year (FY) 2016 implementation of Business Process Management

Required Qualifications:

- Strong coordination, organization, teaming and communication abilities
- Ability to work under pressure and time constraints
- Successfully presents technical information to non-technical and executive audiences
- Familiarity with Navy command organization and IT infrastructure
- Strong background and experience in Business Process Management tools
- Proficiency in Microsoft Office applications, particularly Word, Excel, Visio, and PowerPoint
- Works well individually or on a team as a member while keeping the overall project goal on schedule
- Ability to think independently and innovatively
- Excellent public speaking and personal interaction skills
- Must possess (or be eligible for) a Final U.S. SECRET security clearance

Education Requirements:

- ITIL v3 Foundation certification
- Defense Acquisition University (DAU) ACQ101
- Bachelor's degree or equivalent related experience
- 7+ years in Business Process Management
- Lean Six Sigma Certification preferred

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Desired:

- Experience in large IT environments (100,000+ users)
- Familiarity with Department of Navy (DON) command organization and IT infrastructure
- Familiarity with Navy Marine Corps Intranet (NMCI) and other Navy network environments

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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