

# 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 **ONE-NET Enterprise Change Support**. The ONE-NET Enterprise Change Support coordinates the processing of Request for Change (RFC's) as outlined in the ONE NET Life Cycle Configuration Management (LCCM) Manual based on ITIL/ITSM best practices and any supplemental governing documentation. Coordination includes facilitation of change control/decision point meetings, RFC status reporting, and tracking of RFC status throughout the workflow process

## **Duty Location:**

San Diego, CA

*\*Minimal travel may be required.*

## **The ONE-NET Enterprise Change Support will:**

- Coordinate the processing of all Requests for Change (RFCs).
- Track RFC status throughout the engineering workflow process.
- Monitor engineering change process and ensure all information follows defined process flows.
- Interface with multiple IT engineering disciplines throughout change process. Provide support and guidance as needed, to include what is needed to move forward at each step.
- Update the ONE-Net engineering change management database (CMPro) and generate change management metrics reporting.
- Review open RFCs and assign them to their corresponding functional area (FA) / team.
- Provide means of correcting issues for closure and cancellation with gathering information needed to update the RFCs, to include biweekly to monthly updates of RFCs by TPOC, update of RFC by ECC based on EPW status.
- Organize, plan, prepare agendas, and facilitate engineering change decision point meetings including high level projects, Enterprise Change Control Board (ECCBs), Technical Review Boards (TRBs), and Initial technical Review (ITRs).
- Facilitate movement of RFCs in CMPro by creating and managing ECCB polls.

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- Review all RFC information prior to each formal meeting that is held, ITR/TRB, so that there is a clear understanding of what is laid out in the RFC.
- Review all FRCB approval emails to determine if the approved TNs are applicable to active ONE-Net RFCs.
- Create FRCB approval ECCB polls within CMPRO and update the Production TN fields.
- Close RFCs as complete with appropriate documentation and cancel RFCs if necessary.
- Run data reports from CMPRO and distribute the Open RFC Reports.
- Provide additional support as required to CM Lead and ISEA IPT

#### **Qualifications and Education Requirements:**

- BS in Computer Science/Information Systems/Engineering, or a strong grasp of Computer Science/Information Systems and relevant experience.
- ITIL certification preferred.
- Must have an Active Secret security clearance.

#### **Preferred Skills:**

- Experience with RFC tracking, reporting and workflow creation within CMPRO
- Able to provide executive level out briefs to change control board on RFCs reviewed in decision point meetings
- Able to organize, manage, and facilitate decision point meetings. In addition, able to notify RFC submitters of status and when change control board attendance is required, and present basic RFC information to the change control board for review
- Familiarity with Systems Engineering Processes (High Level), Asset Management, Configuration Management and the relationships of the disciplines
- Experience with CMPRO and SPIDER

**Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at [tcannon@falconwood.biz](mailto:tcannon@falconwood.biz).**

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