

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a woman/veteran-owned, small business providing executive level consultants and programmatic support to Department of Defense 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 an **Enterprise Change Management Analyst** to support our PMW 250 iNavy team. As a member of the iNAVY Program Office, the Senior Program Management Consultant will coordinate projects, improve processes, and improve customer communications

Duty Locations:

Arlington, VA or Norfolk, VA

Enterprise Change Management Analyst will:

- Develop & maintain integrated schedule and SharePoint migration project schedules
- Coordinate upcoming migrations to include requirements discussions, agreements, and communications
- Develop and maintain an iNAVY risk register
- Execute instructor-led training for customer Site Collection Administrators
- Coordinate offsite meetings and conferences with service providers and customers
- Gather metrics, information, and insights from all available information sources, including conducting interviews
- Collaborate to develop a clear understanding of how processes function, while providing recommendations for improvements
- Develop iNAVY documentation (e.g., Charter, Standard Operating Procedures, Communications Strategy, Templates)
- Manage the Customer Registry and associated access management groups
- Identify and submits process enhancement recommendations and exercises continuous process improvement initiatives on a regular basis.
- Ensure that changes conform to process standards and policies.
- Conduct trend analysis on change records to identify process issues/problems and solutions.
- Use standardized methods and procedures for efficient and prompt handling of all changes.

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Qualifications:

- Familiarity with SharePoint best practices, limitations, and capabilities
- Proficient with Knowledge Management best practices
- Strong coordination, organization, teaming, and communication abilities
- Experience executing process improvement projects
- Proficiency in Microsoft Office applications, particularly Word, Excel, Visio, Project, and PowerPoint
- Ability to think independently and innovatively
- Excellent public speaking and personal interaction skills
- Thorough understanding of ITIL, processes and process development
- Ability to multitask

Requirements:

- Bachelor's degree or equivalent related experience
- Must have SECRET security clearance
- 7+ years of experience in Information Technology (IT)
- 3+ years in IT/Business Process Improvement

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

Tiffany A. Cannon

Falconwood, Inc.

Office: 703.888.4328

Email: tcannon@falconwood.biz

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