

# 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 have an immediate opening for an **IT Program Manager** with experience managing complex SAP projects. This opportunity will provide technical professional management and expert support services to a Department of the Navy, Program Executive Office responsible for one of the Navy's largest Acquisition Category (ACAT) I Information Technology programs

**Critical Competencies:** Experience with SAP IT programs, demonstrated technical Program Management resolving implementation, operations and sustainment problems, EVM analysis, and MS Project IMS creation and management.

**Duty Locations:** Naval Supply Point (NAVSUP), Mechanicsburg, PA.

**Job Description:** Must have experience with providing technical program management support to leadership of a complex Information Technology (IT) system. Specifically, SAP enterprise resource planning (ERP) system upgrade and sustainment; MS Project and MS Project Server experience, Earned Value Management knowledge, and demonstrated experience using best business practices on technology programs. Responsible for managing a small team in a high-pressure environment, establishing business rules, developing and maintaining the IMS, performing earned value management analysis, and meeting project deliverables. Effectively solve problems and recommend improvements.

## **Desired Skills:**

- Strong communication and people skills
- Ability to work with minimal guidance and meet deadlines
- Ability to prioritize tasks and delegate to team members
- Perform daily communication with multiple Navy and Contractor entities
- Perform daily status and communications across the project
- Perform EVM analysis
- Prepare and maintain a complex IMS according to established business rules
- Prepare presentation materials, quad charts, dash boards, for various levels of management to allow informed decision making
- Participate in leadership and governance meetings, track decisions, action items, and follow through to ensure completion
- Actively review processes and recommend improvements, additions, and changes to provide efficiencies and increased value to the project

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## **Qualifications:**

- 8 years as a program manager of large IT system
- 5 years program manager of SAP ERP system
- Strong MS Project and MS Project Server experience
- Earned Value Management System certification or multi-year experience
- PMP Certification or DAWIA III
- BA/BS Degree from an accredited university, preferably in IT Systems or Business Administration
- Must have strong Microsoft Office suite skills, especially Power Point, Word, Excel
- Department of the Navy Experience a plus

**Please reply directly to this position description with your updated resume and salary requirements to Travis Jones at [tjones@falconwood.biz](mailto:tjones@falconwood.biz) .**