

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 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 **Project Analyst** to perform multiple tasks related to analyzing, developing and implementing quality strategies, processes, data, and operational plans in support of the Navy Marine Corps Intranet (NMCI) Service Delivery.

Job Code: 324-0188

Duty Location:

Suffolk, VA

**Minimal travel may be required.*

The Project Analyst will:

- Perform analysis of existing operational plans and develop improvement recommendations
- Develop and/or recommend resolutions to customer and service provider operational process issues
- Research governing policies and apply them to operational plans and requirements
- Develop operational processes and SOPs, as aligned to ITIL/ITSM best practices
- Support Service Delivery planning, activities, and analysis
- Coordinate with internal and external program stakeholder organizations, to include facilitating and/or leading stakeholder meetings
- Serve as action officer and develop status reports
- Serve as the Program representative among key stakeholder organizations
- Develop and manage comprehensive project schedules and integrated master schedules

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- Draft, review, and revise all acquisition documentation, including: Management Plans; Statements of Work; and Contract Data Requirements Lists (CDRLs)
- Monitor service provider activities and contract compliance
- Create and disseminate various operational reports
- Develop and present executive-level briefs
- Provide general documentation support, to include efficient knowledge management responsibilities and preparation of quality deliverables

Required Qualifications:

- Minimum SECRET clearance
- 3+ years of IT experience
- Excellent personal interaction skills
- Experience with managing or supporting Enterprise-level IT projects
- Familiarity with DON network environments, specifically NMCI
- Experience with enterprise network management/performance management software tools
- Proficiency in Microsoft Office applications, particularly Project, Word, Excel, Visio and PowerPoint
- Ability to work on a team as a member or a task lead, while keeping the overall project goal on schedule
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Exemplary customer/client management skills and techniques
- Excellent organizational skills

Desired:

- Familiarity with NMCI Customer Technical Representative (CTR) functions
- Familiarity with NMCI service delivery functions
- Familiarity with common NMCI processes and tools

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- Intermediate project management certifications, such as Certified Associate in Project Management (CAPM) or Project+
- ITIL v3 Foundation or Intermediate certifications
- Enterprise Architecture (e.g. DoDAF)
- Defense Acquisitions (e.g. DAU Acquisition 101)

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

Travis A. Jones
Falconwood, Inc.
Office: 703.888.4316
Cell: 703.850.9643
Email: tjones@falconwood.biz

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