

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, Cyber Security policy, and engineering.

We have an immediate opening for a **Project Analyst** to support Organizational Change Management efforts for the Navy Maritime Maintenance Enterprise Solution (NMMES) Technical Refresh (NMMES-TR) Program Management Office.

Job Code: 444-PA

Duty Location:

Either: 1) Norfolk, VA or 2) Washington D.C. area

**Travel may be required.*

The Project Analyst will:

- Develop, execute, and maintain a Team Operating Guide that includes team mission(s), communications, and interfaces with key stakeholders.
- Research, develop, and recommend solutions to integrate people, processes, and technology towards improved IT service management and IT security principles.
- Facilitate the documentation and communication of requirements and priorities from the Fleet for consideration in strategic acquisition-related planning efforts.
- Facilitate communications and guidance regarding transition, process improvements, strategic planning, and coordination of services.
- Identify and employ communication tools and tactics to propagate messages, and build awareness; to include branding and graphics.
- Translate complex and detailed technical information into easy-to understand concepts and diagrams.
- Conduct the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports.
- Conduct audits of previous and current outreach activities to baseline the used products/vehicles and identify untapped opportunities to communicate effectively.
- Conduct stakeholder assessments and stakeholder engagements to identify key themes and messages tailored specifically to address stakeholders' unique needs and concerns.

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- Coordinate pre-event planning, on-site coordination, and post-event activities for designated government, and inter-agency conferences, symposia and workshops.
- Provide assistance to the Public Affairs Officer (PAO), Fleet organizations, and PMS 444 representatives for information distribution, management of expectations, and providing input for briefs and communication products used to educate the community.
- Provide strategic communication for information distribution, manage expectations, inform/change perceived notions, and support forums as required to educate the stakeholder community on mission area transitional efforts, planning and status.
- Develop, conduct and manage data calls and responses.
- Work directly with the established Community of Practice to spearhead Training Needs Analysis activities; evaluate new training requests and provide recommendations on associated training effort.
- Review, comment, and approve the Training Requirements Analysis Documents.
- Review training program documentation and materials and recommend for approval/disapproval prior to implementation.
- Review published materials and recommend revisions or changes in scope, format, and content.
- Contribute to the Integrated Master Schedule (IMS) to include weekly updates, review internal and external task dependencies, implement schedule audits, attend IMS team meetings and briefings
- Develop and update project briefs as required.
- Develop and submit weekly and monthly leadership status reports.
- Maintain current knowledge of relevant developments in area of expertise.
- Develop and deliver working level and senior leadership briefs.
- Provide general documentation support.

Required Qualifications:

- Minimum SECRET clearance
- Bachelor's degree and 3+ years of manpower, personnel, and training experience
- 5+ years of experience in Communications Management, specifically in support of IT projects or programs.
- Experience in Organizational Change Management
- ITIL Foundations Certification
- Experience with supporting acquisition programs
- Familiarity with DON Fleet command structure

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- Experience in graphics/brand creation
- Ability to interpret technical information and explain using simple terms and/or illustrations
- Proficiency in Microsoft Office applications, particularly Excel, PowerPoint, Project, Visio, and Word
- Advanced proficiency with data analysis
- Advanced proficiency in business writing
- Capability to handle sensitive and complex issues with discretion and good judgment
- Exceptional written and oral communications skills
- Operate independently and on a matrixed team
- Exemplary customer/client management skills and techniques

Desired:

- Familiarity with Navy command organization structure
- Knowledgeable in use of Microsoft SharePoint
- ITIL Intermediate Certification

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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