

# 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 Senior IMS Scheduler specialist to provide support to the Program Executive Officer Enterprise Information Systems Program Manager (PEO EIS)

## **Duty Location:**

Washington, DC area

*\*Minimal travel may be required*

## **The IMS Scheduler will:**

- Lead the development of the IMS and the associated processes for validating task, resource, and schedule realism.
- Lead the develop, monitor, and maintain project schedules and Integrated Master Schedules; evaluate and monitor the performance and efficiency of projects to ensure that project implementation is on target
- Maintain a fully resourced baseline IMS that accurately includes milestone dates, predecessor and successor dependencies, and identifies critical path activities across multiple functional areas.
- Work with stakeholder groups to obtain task completion status, as well as risk and issue data
- Prepare/support materials, logistics, and scheduling for internal and external stakeholder meetings
- Prepare presentation materials for management reports
- Develop and disseminate meeting minutes and serve as Action Officer
- Provide general documentation support

## **Required Qualifications:**

- Minimum SECRET clearance
- Bachelor's degree from an accredited college or university
- PMP, DAWIA PM Level III or Equivalent
- Three (8) years of demonstrated experience in DoD Program Management for ACAT 1/BCAT programs across the acquisition life cycle providing project scheduling support.
- Proficiency in Microsoft Project, Word, PowerPoint, and Excel
- Proficient knowledge and use of Microsoft SharePoint
- Experience with supporting acquisition programs
- Ability to think independently with lead a team, as well as demonstrate exceptional written and oral communications skills
- Ability to lead a team, while meeting strict deadlines and keeping the overall project on schedule



**Task Number: PEO EIS PSS Opportunity**  
**Title: Sr Acquisition Specialist**

- Ability to both work in a fast paced and dynamic environment on short term projects and the ability to work on longer term projects requiring extended planning time
- Excellent customer/client management skills and techniques

**Desired:**

- Familiarity with Navy command organization structure