

Ref: 948 PM**Position Type:**

Part-Time Project Manager

Assignment/Scope of Work:

Our client is seeking a Project Manager on a Part time basis (20 hrs /week) ONLY to help manage project to convert mainframe COBOL system to server based C#.

PM position was going to be part-time, 20 hours per week MAX for a duration of one year per the agency - no plans to make full 40 hrs at any time due to budget.

Please note: the client can still offer telework flexibility. Mainly the initial weeks of the project would need to be on site at their downtown Richmond location then a more flexible schedule can be discussed after selection is made.

This is a large mainframe system 'refactor' project, converting the existing mainframe COBOL/DB2 code

To C# on a SQL Server platform:

- PMI Certified PMP and/or COV PM qualified
- Minimum of 5 years experience working as a PM doing large scale projects
- Budget, scope, schedule and risk/issue management experience
- Experience working with 3rd party vendors to implement a solution
- Experience developing and documenting both technical and business requirements
- Ability to oversee and track progress, translating outcomes into management briefings and weekly/monthly status reports
- Solid organizational skills including attention to detail and multi-tasking skills
- Excellent communication (verbal and written), presentation and customer service skills
- Knowledge of Quality Assurance (e.g. Test Plans, Test Scripts) and best practices
- Knowledge of varied technologies: Mainframe, C#, SQL Server, and Security protocols

*Prior successful experience as PM with other COV (Commonwealth of VA) state agencies is

Timelines:

Start Date: 08/02/2021

End Date: 08/02/2022

Scheduled Work Hours:

Monday through Friday, 20 hours per week.

Location:

Remote/Richmond, VA

Ideal candidate will have:

Skill	Required / Desired	Amount	of Experience
PMI Certified PMP and/or COV PM qualified	Required	5	Years
Budget, scope, schedule and risk/issue management experience	Required	10	Years
Experience working with 3rd party vendors to implement a solution	Required	10	Years
Experience developing and documenting both technical and business requirements	Required	10	Years
Ability to oversee and track progress, translating outcomes into management briefings and weekly/monthly status reports	Required	10	Years
Solid organizational skills including attention to detail and multi-tasking skills	Required	10	Years
Excellent communication (verbal and written), presentation and customer service skills	Required	10	Years
Knowledge of Quality Assurance (e.g. Test Plans, Test Scripts) and best practices	Required	10	Years
Knowledge of varied technologies: Mainframe, C#, SQL Server, and Security	Required	10	Years
Prior experience with Commonwealth of Virginia projects	Required	5	Years

Questions:

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list the candidate's email for the RTR.
Question 3	Please list the city and state where you candidate currently resides?
Question 4	Does your candidate have all REQUIRED skills listed above reflected clearly on their resume?
Question 5	Is your candidate aware this is a Part time role (20 hrs week max) and will commit to that schedule?
Question 6	Does your candidate agree to coming on site (mainly at the beginning of this assignment) and as requested? *Parking in not provided for contractors.
Question 7	Does your candidate have prior successful experience as PM working with other COV state agencies? This is REQUIRED. Please DO NOT submit them without this exp and make sure agency is clearly reflected on their resume.
Question 8	Prior successful exp as PM with a state agency is required as such a COMPLETED reference (from their most recent reporting agency mgr.) is required. Pls attach in Vector once you have obtained this reference.

Criminal Background Check:

This position requires a criminal history background check.

Contact Information:

If you are interested in this position, please contact:

Christina Stauffer, Business Development Manager

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Certified Virginia Micro/Small Business