PROPOSAL

PMO Director

Abstract

Starting a new company requires coordination of many moving parts. Good organization of those parts which includes, projects, processes, people, finances, vendors and tools is required for success. Hiring a professional PMO Director who drives innovation and creates business value is the first step in assuring success

Jenkins, Curtis

cjenkin@cljassoc.com

EXECUTIVE SUMMARY

Vision: Imagine that you are a new company, division or department that is in need of talent to help reach organization objectives. One of the first things that come to mind is - Who are the people that I will want beside me to meet the objectives of the company? How can I assure that I have the best talent that I can trust to develop this new company, division or department and its strategic initiatives? How will I organize my activities so that I am doing the right things at the right time creating significant value? If you have thought these then hiring Curtis Jenkins as your Program Management Office (PMO) Director is the right step to begin ***"realizing your vision!"***

The Project: I am recommending that you begin the process of interviewing and negotiations with Curtis Jenkins, PMP, as soon as June 30th so that the process for moving the current project & portfolio management capabilities can be matured to a Level 2 Emerging Discipline by end of the calendar year 20XX. Since the process has a beginning and an end – I am showing this process as a project itself – taking the necessary steps to put Curtis Jenkins in place as your PMO Director within these timelines or sooner.

The project consists of 6 major milestones:

1. Proposal 06/30 – 07/18
2. Offer 07/21 – 08/01
3. Acceptance 08/01 – 08/18
4. On-boarding 08/18 – 09/05
5. First 90-100 Days 09/08 – 11/28
6. Tracking – 90 days and beyond 12/01 – 12/31

This does not end at the conclusion of 2014 – and it is fully expected that the Program Management Office Director is a key participant in 2015 goals and objectives within this 90 day period so that the continuation of excellent PPM processes, tools and techniques are fully leveraged and an integral part of the execution and expected success.

Drivers: Investing in the right Program Management Office to drive innovation and create significant business value – putting a team together to provide Project & Portfolio Management - a governance process that helps with lowering the cost and risk of developing and executing projects and adding business value to the organization.

Current State: The full current state is unknown. What is known is that the company is new and does not have a Program Management Office

Solution / Benefits: To solve this problem and achieve the benefits, I am recommending that you review this proposal and agree to an interview for the Program Management Office (PMO) Director position, reporting to the Chief Information Officer of your company.

THE OPPORTUNITY:

A new company has the unique opportunity to begin organizing the work necessary to meet business objectives. A Program Management Office provides the opportunity to take an organized, disciplined approach to complex project management and problem solving while also creating an organized approach that may unleash significant business value. Hiring a Director of Program Management Office who has the experience in creating business value through innovation is a good start – followed by a small team of Professional Project Managers focused on supporting the goals and objectives of key business areas.

THE CASE FOR PMO/PPM:

Having a strong Project Management Office with PPM capabilities is essential to creating the bond between the business and IT departments. The PMO should be considered as a partner and participant at the table when company strategy, budget, goals and objectives are being set. Also, the PMO should be measured by the overall business value that it brings to the organization and not just delivering projects. In order to deliver this business value, the PMO must begin with a strong PMO leader. Below are leadership attributes that are key to delivering business value and building a strong team:

A) Strong Leadership Abilities & Business Priorities

- A leader whom people want to follow, who is genuine and who leads by example.
- Has a positive, can-do attitude even in the face of adversity, which sets the tone for others.
- Recognizes the need to listen, encourages open discussion. Effectively engages in constructive conflict to reach the best solution. Good personal chemistry between Information Technology management team and the business teams. Well suited to being the primary connector on strategic and operational topics between these two levels.
- Thrives on developing highly capable people, mentoring them and encouraging them.
- Drives strong collaboration between all business units.
- Identifies **business process cost savings or business development support opportunities for the company.**
- Maintains effective relationships with **internal business and external business partners**.
- Understands and applies creative strategies/tactics to drive business results; monitors results, taking corrective action measures in a timely way.

B) Communication Skills & Leadership Style

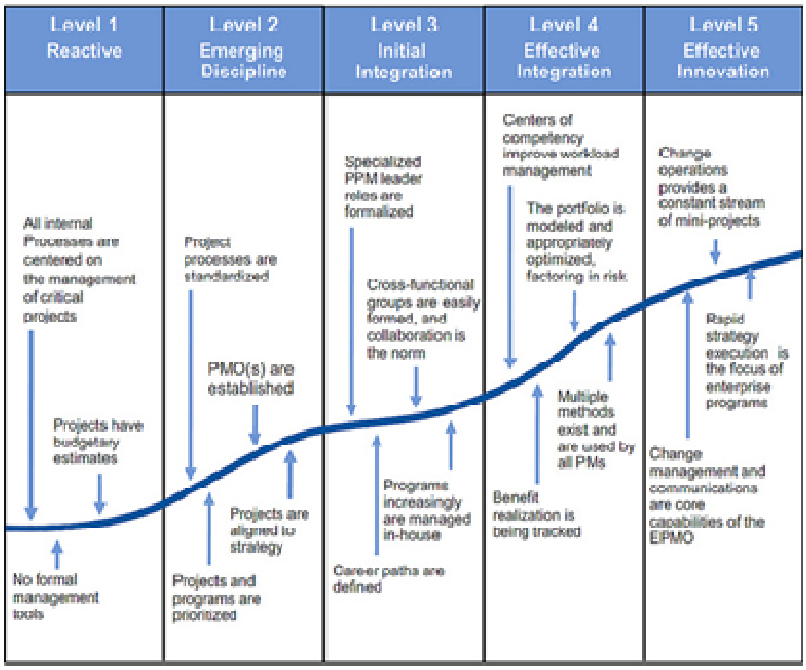
- Understands the importance of sending consistent signals throughout the organization; thinks ahead before communicating understanding how communications will be interpreted.
- Believes in and practices honest and direct communication; follows a style of sharing information openly with those who need to know; seeks collaborative resolutions of issues; listens well; seeks others' points of view.
- Politically savvy and quickly recognizes dynamics in a political situation, but manages in a style that is as non-political as possible; not inclined to manipulate situations, distort information or use information as a weapon.
- Has an open and collaborative leadership approach.
- Personal values well matched with organization's values; leads people in a manner consistent with companies values; treats people with respect; patience to be an effective coach, teacher and mentor.
- Follows through on commitments made.

C) Talent Development Focus

- Places high value on work ethic; sets a great example for others through showing a consistent and reliable personal effort.
- Solid track record of organization-building; selects good people when hiring; develops and retains good people.
- Delegates and gets things done through others; follows up at the right intervals and with consistency.
- Holds people accountable for fulfilling their roles thoroughly.

D) Developed Business Judgment and Experience

- Possesses high level of attention to detail, yet has the ability to see the big picture quickly; does not routinely get bogged down in details, nor tend to be too big-picture and lose sight of important details.
- Technically savvy; comfortable adapting to new technology.
- Quick study; ability to understand and communicate the most important decision considerations in a short time span.
- Thinks strategically, balancing near-term and long-term considerations.
- Business experience and maturity to understand ahead the profit-loss ramifications and other consequences of decisions one way or another.
- Understands and can cope with not over-promising; manages peoples' expectations to be realistic; copes with communicating uncertainties



These attributes will allow for growth into an Enterprise PMO in the long term – but what is needed to begin this process is to mature a new PMO to level 2 emerging discipline where projects are prioritized, processes are standardized and projects are aligned with strategy. The Enterprise PMO roadmap is depicted in figure 1 using Gartner's PPM Maturity model – with Gartner being a very well respected IT industry researcher that provides research, support, and peer collaboration across many industries and business segments. Getting to an Enterprise PMO (EPMO) is an evolution that occurs with all parties in the business working towards that aim where effective innovation is an integral part of the PMO's capabilities deliver value to the business.

TYPICAL JOB DESCRIPTION AND RESPONSIBILITIES FOR A PMO DIRECTOR ARE:

Program Management Office Director - Directs and oversees the Program Management Office (PMO) to ensure IT and business programs and projects meet organization goals and requirements. Develops and implements:

- Direction to project management staff.
- Works with other department leaders to define, prioritize, and develop projects and programs.
- Corporate-wide standards, processes and policies for project management methodologies and tools, leveraging best industry and internal practices. Processes and policies
- Drive improvements in project management throughout the company via development and delivery of formal training programs and informal coaching of project managers.

Requires a bachelor's degree in a related area and **at least 10 years** of experience in the field or in a related area. Familiar with concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. **Typically reports to a top management.**

Additional Responsibilities include

- Portfolio & Project Management- Managing a portfolio of projects on schedule, within budget and with a high degree of quality and customer satisfaction.
- Demand Management – capturing all business demand and processing through project or operational pipeline with shared prioritization and resource utilization responsibilities
- Budget & Financials – ensuring fiscal responsibility of project budgets and reporting financial status and metrics
- Developing strong relationships with key business customers and
- Manage external business partners responsible for project delivery
- Evaluate the roadmap for a business's long-term vision, helping prioritize projects that appropriately match their business needs, goals and objectives.
- Hiring, retaining and motivating the best and brightest employees
- Refining, developing and monitoring metrics to assess the success of the team and individuals.
- Optimize communication and ensure effective knowledge transfer and hand-offs between related Liaison departments
- Engage customers in enlightened business need discussions versus feature/function basics.
- Provide technical and functional expertise to customers during the implementation process.
- Training & Documentation - Create and/or improve implementation templates, training and presentations.
- Maintain and refine Liaison implementation methodology for all business customers and tailor to meet each customer's unique business needs.

PROJECT TEAM RECOMMENDATION

In building the project team to start immediately, the ideal size to start with is 4 -5 total PMO resources including the PMO Director. – My recommendation for the initial PMO organization is as follows:

1. PMO Director
2. 3-4 Project Managers
    - 2 Senior PM's

    - These PM's will be PMP certified and have all the strong PM capabilities that enable them to handle large, enterprise wide projects and or mix with large and medium sized projects to their capacity.
- 2 Junior PM's
    - 1 PM with strong background in finance – focused on providing oversight, metrics and reporting of the financial health of IT operations contracts & spend with 3-5 year projections. Also reporting on the financial health of projects – with detail, metrics, and recommendations for the overall project portfolio. Will do this with the PMO Director to report regularly to the Chief Information Officer. Will also have the ability to manage small and medium sized projects
    - 1 PM to manage project administration and reporting for the Senior PM's and the PMO Director. Will have the ability to manage small projects

Baseline Project Manager Job Duties:

- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; resolving problems; identifying trends; determining system improvements; implementing change.
- Meets financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective actions.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications: Developing Budgets, Coaching, Supervision, Staffing, Project Management, Management Proficiency, Process Improvement, Tracking Budget Expenses, Self-Development, Planning, Performance Management, Excellent at Verbal & Written Communication

THE CASE FOR CURTIS JENKINS, PMP AS PMO DIRECTOR

I have been a key leader in the development of 2 Program Management Offices at large companies and developed and led the Program Management Office at 2 smaller companies. I was able to combine my passion for making an impact to the business through company and problem analysis, disciplined processes and organized approaches to creating business value with my passion for building strong relationships, coaching and traveling.

I am a top level, PM Professional with over 15 years' experience. I have delivered project solutions to companies from .5M to over $12B in revenues. I have been responsible for building PMO's or working in established PMO's. I have developed road-maps with one or more work streams and determined the people, processes and tools for successful execution of complex projects and programs.

I have demonstrated over these 15 years all of the leadership characteristics listed above:

- Strong Leadership & Business Priorities
    - I possess strong relationship building skills and political savvy. In each opportunity, I quickly learn the overall business and business integration touch-points so that I am able to deliver on projects and programs that support organizational strategy & objectives.
- Communication Skills & Leadership Style
    - I am skilled at Executive communication – understanding that decisions are to be made quickly; I am able to consolidate and present information in a concise manner.
- Talent Development Focus

- As a leader, I have managed and mentored PM's to improve their delivery capabilities, their people skills and in obtaining or keeping their PMP credentials. My colleagues have labeled me "Ambassador" due to my ability to bring change where departments or individuals did not work in harmony towards business objectives. I have supporting testimonials that back-up these capabilities.
- Everything ever created started as a vision and followed with the courage and execution to see it through. I am motivated by the desire to help everyone who wants help. People are the primary resource to get things done! These are the values which were the basis of creating the service mark: ***The Art and Science of Vision to Reality! TM – Registered March 19th, 20XX #4,303,853***

- Developed Business Judgment & Experience
  - Below are a few examples of demonstrated business and technical skills where there was direct value created through innovations that resulted in quantitative and qualitative measurable results.

Program/Project	Budget	Resources	Innovation	Value Created
Mergers & Acquisitions Program	$4.5MM (IT costs)	20+ Globally	Created M&A Playbook - Disciplined cookie cutter approach to better, faster, cheaper IT Integrations	50% reduction in integration schedule, 40% reduction in costs to deliver Global resource delivery capability - travel costs reduced
SAP - Global Transfer System Implementation	$2MM	10	Transferred responsibility and some deliverables to Logistics Team. Reduced consultant hours to meet specific deliverables	$40K per month consultant costs reduced to $20K per month - for 2 months vs 4 months
Police & Security Program	$7MM	8	Discovered inefficiences within the K9 unit and recommended a Commercial-Off-The-Shelf solution to capturing and reporting K9 training and utilization	Improved productivity by creating 1 man year of capacity for 1 K9 unit whose primary job became capturing and consolidating spreadsheets and creating reports.
Ricochet Manufacturing - CIP	> 10K	5	Recommended to drop unprofitable product - developed pricing tool to clearly show costs of each product developed	Improved profit margin by nearly 20%
Card Member Access - Web front end & Internal Infrastructure backend	$5MM	30	Created an innovative approach to Project Management by developing a collaboration model between IT & Marketing departments that led to meeting the project and marketing departments objectives.	1.5MM annual costs eliminated from external vendor
Service Now - PPM	>$10K	5	Developed portfolio with 3 separate groups	Resource utilization review - forced prioritization of projects

SUMMARY OF CAREER AND ACTIVITIES

Education

Bachelor of Business Administration
Temple University

Master of Science, Management of Technology
University of Pennsylvania

Professional Certifications

Project Management Professional (PMP)

Professional History

Director – IT Governance & EPMO
Senior Project Manager
Jenkins & Associates, Inc. – Managing Director
Senior Project Manager
Technical Project Manager
Technical Project Manager
Technical Lead

Business Advisory Boards

Chair – Just IT's Electric
Chair – BDPA Philadelphia
Volunteer - Pierce Jr. College

Personal Activities (Highlights)

Keynote speaker – DeVry University
Co-Founder – League of Executive African American Professionals (LEAAP)
Small Business & Non-Profit Advisory Boards
VP & President – Black Data Processing Associates

Memberships:

- Greater Philadelphia Senior Executive Group
- Project Management Institute
- Black Data Processing Associates

Hobbies: Traveling, Playing Golf, Football

More details are available in the appendix: Curtis Jenkins' Resume

CORE COMPETENCIES AND CAPABILITIES

Below are models that provide a snapshot of the breadth and depth of my core competencies and capabilities. In particular the bridge between PMO office competencies, the various disciplines that support those competencies and building the teams to meet the challenge of delivering value.

Competencies	Tools	Methods	Engagement
Portfolio Management	Portfolio & Program Management	Critical Chain	Change Management
Program Management	ITIL Service Management	SDLC/Waterfall	Risk Management
Project Management	Project Development & Execution	Agile/SCRUM	Vendor Management
Demand Management	Office Productivity & Communication	Lean/Six Sigma	LOB Relationship Management
Strategic Development	Business Intelligence	Scenario Planning	Senior Executives

THE PROJECT SCHEDULE

Below is the project schedule for this endeavor. The project begins with reviewing this proposal and continues upon agreement and interest with an interview with Curtis Jenkins. Each milestone is contingent upon both parties (Company and Curtis Jenkins) moving forward to the vision of a Project Management Office headed by Curtis Jenkins as the Director.

Task Name	Duration	Resource Names
Proposed Project Plan	**106 days**	
Proposal	**16 days**	
Review Proposal	5 days	Company
Setup Interview	1 day	
Interview Session(s)	5 days	Company
Constraint - Period Unavailable	5 days	Company
Offer	**8 days**	
Develop Offer Package	2 days	Company
Send Offer Package	3 days	Company
Negotiation, Offer Changes Period (If necessary)	3 days	Company & Curtis Jenkins
Acceptance	**12 days**	
Acceptance	1 day	Curtis Jenkins
Background Check	10 days	Company
2-Weeks Notice Provided	1 day	Curtis Jenkins
On-boarding	**16 days**	
Pre-arrival Setup	10 days	Company
Company Announcement	1 day	Company
Day One Start	1 day	Curtis Jenkins
Company Orientation & On-boarding period	5 days	Company & Curtis Jenkins
First 90-100 days	**14 wks**	
Phase 1 - Expectations & Requirements	3 wks	Curtis Jenkins & Management
Phase 2 - Develop Strategy and Plan	3 wks	Curtis Jenkins
Phase 3 - Plan Implementation	8 wks	Curtis Jenkins
Tracking - 90 days and beyond	**30 days**	
Planning & Scheduling	30 days	Curtis Jenkins
Budgets	30 days	Curtis Jenkins
Resources (People, Processes, Tools)	30 days	Curtis Jenkins
Systems & Applications	30 days	Curtis Jenkins
Review & Adjustments	30 days	Curtis Jenkins
Continuous Improvement - Demand Management	30 days	Curtis Jenkins
Stand Up PMO	30 days	Curtis Jenkins

CONCLUSION – MOVING FROM VISION TO REALITY!

I turn visions into reality! A Program Management Office led by Curtis Jenkins, a PMP, who bridges the gap between an organizations business strategy, goals and objectives with developing and leading the talent to deliver value and innovation is an effective measure to begin realizing your company's vision. My experience and capabilities are supported by more than 15 years of creating value for various organizations large and small with combining my passions for:

- Making an impact to the business through company:
  - FTE reduction & consulting costs reduction – GTS project
  - Operations costs savings to vendors – CMA project

- Business & problem analysis:
  - Propose & execute COTS product - Improved productivity – K-9 project
  - Product Analysis – develop pricing model – eliminate unprofitable products – CIP Program

- Disciplined processes and organized approaches to creating business value
  - PMO creation & Leadership – 4 PMO's total in large and small companies
  - Create a playbook – with only necessary steps to complete project – M&A program

- Building strong relationships, coaching & change management
  - ServiceNow portfolio management – one view of all company's projects & governance

It doesn't cost to hire me - it pays! Acquiring candidates is more expensive that retaining them. Value is gained as soon as the right person is placed within the job as soon as possible. I am the best available candidate and can start proving that value immediately. Please contact me quickly to realize the value in having a leader who delivers value!

APPENDIX

CURTIS L. JENKINS, PMP

Address • City, State ZIP • (###) ###-### • cjenkins@cljassoc.com
LinkedIn: http://www.linkedin.com/pub/Your Name Here

PROJECT MANAGEMENT PROFESSIONAL

PMO Director ~Program Manager ~ Portfolio Manager

Level 3 Project Management Professional with over 15 years demonstrated expertise leading business initiatives of more than $10 Million in programs and projects. Strong track record of delivering projects that improve operations and processes. Resourceful leader with international experience and a flexible operating style that consistently builds positive, mutually respectful relationships with information technology and line-of-business units. Executive Masters in the Management of Technology and Bachelor of Business Administration degrees.

Strengths and Value-Offered:

- Executive level leadership and communication to effect organizational change.
- Navigating and solving complex problems through careful planning and aggressive execution.
- Understanding of core business and linking project initiatives to improve key processes.
- Rapidly delivering projects by scaling methodologies to fit business needs.
- Improving talent pool capabilities by directing, managing or mentoring other Project Managers

PROFESSIONAL EXPERIENCE

A multi-national, multi-protein processor , Conshohocken, Pennsylvania • 20XX

SENIOR PROJECT MANAGER

Reporting to the Corporate Chief Information Officer - created the company's first ever portfolio (60+ concurrent projects). Functional management of Project Managers with projects spanning from IT, HR, Finance, Procurement & Manufacturing. Currently managing the technology portion of the largest project in the company, Supply Chain Integrations Technology platform designed to act as an Enterprise Resource Planning substitute by leveraging current in-house systems and providing stronger business integration, supply chain analysis – continuous improvement, inventory transparency, improved Sales & Operations planning, cost transparency, and master data management

Key Results & Accomplishments:

- Managed to completion the Information Technology Separation of global distribution units in US, Europe and Asia Pacific, Middle East and Africa regions – a $10 Million divestiture
- Completed Service Management project instituting ITIL globally - ServiceNow. Project was run using SCRUM methodology.
- Project Portfolio & Demand Management – Gained global agreement on the process for capturing all work requested of IT and current status - for Senior IT and CFO resource analysis and project prioritization with the lines of businesses.
- Managing several business initiatives that improve ability to reduce costs, business compliance, improved infrastructure and talent management improvement
  - Video Surveillance Project
  - Beta Raven Software Upgrade
  - Office 365 – Global implementation
  - Service Now – Incident, Change, & Problem Management – Project & Portfolio Management
  - Talent Management – Ensuring cross training and promotional opportunities with HR.

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A government-owned national rail transportation provider, Philadelphia, Pennsylvania • 20XX

CONSULTANT/PROGRAM MANAGER
Leader and executioner of capital and expense projects with over $10MM in projects including Police and Security Infrastructure projects and IT Operations Department Service Management initiatives. Direct liaison with the Enterprise Project Management Office in refinement and execution of project management processes including Critical Chain methodology to streamline activity while ensuring project compliance to auditing authorities.

Key Results & Accomplishments:

- **Delivered Police and Security Equipment Modernization program of $7MM in total projects** – including infrastructure improvement and software development projects.
  - **Police response software** – video, alarm and GPS capabilities in command center
  - K9 Software implementation – removing the need for electronic spreadsheets for reporting and returning administrative officer to active duty
  - Outfitted all Police and Security personal with Mobile Data Terminals in their vehicles
  - Supported Video Surveillance, Secure Network and Integrated Common Operations Platform projects – providing PMO leadership to get projects through project stage gates
- **Created new organizational structure for IT support** of the 3 arms of Police to consolidate efforts and technologies.
- Completed ISM/Maximo Change Management Module improvement project – improving compliance, speed to entry, process simplification of tool, and pathway to ITIL standardization.

A Multi-national chemical manufacturer, Philadelphia, Pennsylvania • 20XX

SENIOR PROJECT MANAGER
Key member hired to develop overall Program Management Office, focused on the delivery of IT integration & separation - supporting execution of mergers, acquisitions, divestitures and new chemical plant builds. Using SAP's ASAP methodology to implement and developing a "Playbook" to create positive predictability in implementations.

Key Results & Accomplishments:

- Delivered 7 Merger and Acquisition integration projects from Business Case to Steady State totaling $4.5MM (IT Ops Expense). Cut integration time to 50% and costs by 40% by refining "Playbook" for delivering M&A projects and training/deploying local resources to execute.
  - Developed preliminary Scope of work for IT team to be included with business scope
  - Oversaw IT Due Diligence process
  - Partnered with business team on Business Integration activities
  - Managed projects through Transition Services – where IT support was provided until separation
- Completed business case and executed **$2MM SAP Global Trade Services** – capital program
  - Completed business case in 2006 prior to M&A work
  - Returned as 5th PMO to finish work as project was too complex for previous PM's
  - Successfully completed the project salvaging relationship with Logistics and IT Departments
- $40K tax write-off from acquisition of company's obsolete computer assets
  - Successfully negotiated the use of the assets to be provided to a needy community
  - Partnered with Philadelphia's Wireless project to provide internet access to all city residents
  - 90 computers – valued at $40K - erased and shipped to "Welfare to Work" program
  - Positive press for company – with CEO as Keynote for non-profit organization - NBDPA

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A hybrid model management consulting and venture capital investment firm**,** Philadelphia, Pennsylvania • 20XX

PARTNER/PROGRAM MANAGER
For companies with revenues up to $250 Million - developed turnkey, supply-chain programs that reshaped cultures into profit conscious organizations. Executed key leadership changes and appointments within the executive boards. Created and facilitated communications with management employees processes such as LEAN, Six Sigma, Earned Value, Sales and Operations Planning, and Continuous Improvement.

Key Results & Accomplishments:

- **Improved operational productivity greater than 90%** by developing and leading the completion of continuous improvement processes of the manufacturing operation.
- **Surpassed a company's most profitable year within 6 months** from instituting productivity improvement processes, new product process, new pricing model, and change management process. Served as **Director of Operations** as required to **manage over 20 employees in manufacturing operations**

A leading banking and financial services corporation, Horsham, Pennsylvania • 20XX

TECHNICAL PROJECT MANAGER
Excelled in relationship management through collaboration of disparate corporate cultures as a result of acquisition while moving projects forward. Managed largest IT programs while balancing relationships between Marketing and Information Technology teams, by strategically utilizing resources in both organizations in leadership roles to improve project communication and execution.

Key Results & Accomplishments:

- **Saved $1.5MM annual operations costs with $5MM project for internet hosting and application development fees** by leading the completion an online customer servicing application.
- **Saved $50K per month in reduced long distance costs** by leading a team of over 100 project resources in 3 companies to complete the first phase of a major telecommunication project.

A leading banking and financial services corporation**,** Wilmington, Delaware • 20XX

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APPLICATION DEVELOPER/ORACLE DATABASE PROGRAMMER/PROJECT MANAGER
Received Service Awards and 2 promotions to Project Manager and Assistant Vice President as a result of delivering key strategic projects.

Key Results & Accomplishments:

- Realized over $1.2MM annual operating expense return by completing e-mail consolidation project from 10 disparate platforms to a single platform.
- Completed major frame relay network and infrastructure project, which included a team of over 50 IT professionals and coordination with 9 business partners.

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EDUCATION

Executive Masters in Technology Management
Wharton Business School and School of Engineering and Applied Sciences
University of Pennsylvania, Philadelphia, Pennsylvania

Bachelor of Business Administration
Temple University Philadelphia, Pennsylvania

CERTIFICATIONS

Project Management Professional (PMP)
Organization: Project Management Institute
Six Sigma Green Belt – Information Technology

TOOLS EXPERIENCE

Portfolio Management: ServiceNow, PlanView
Project Management: MS Project, MS Project Server
Calendar: Exchange (Outlook)
Collaboration: SharePoint. Mindjet
Communication: WebEx, Genesis, Go To Meeting, Lync
Productivity: MS Office Suite

AFFILIATIONS

Member: Greater Philadelphia Senior Executive Group (GPSEG)
Founding Member: League of Executive African American Professionals (LEAAP)
Member, Former VP of Strategy & Planning – National Black Data Processors Association (NBDPA)
Advisory Board Chairperson, Just Its Electric, LLC - Compensated
Advisory Board, Peirce College - volunteer