Division of Water Resource Management (DWRM): IT Project Management

Overview: The Division of Water Resource Management (DEP-DWRM) had a need for Project Management Services to manage the design, development and deployment of multiple complex IT Projects. Between others, the main two projects focused on:

- STORET Application Implementation Project (http://www.dep.state.fl.us/water/storet/)
- TMDL Application Implementation Project (http://www.dep.state.fl.us/water/tmdl/background.htm)

Description of Services: The Project Manager will be responsible for overall coordination, status reporting and stability of project oriented work efforts. Manages multiple projects simultaneously. Establishes and implements project management processes and methodologies for the IT community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations. Responsible for tracking key project milestones and adjusting project plans and/or resources to meet the needs of customers. Partners with senior management of the business community to identify and prioritize opportunities for utilizing IT to achieve the goals of the enterprise. Must possess extensive knowledge and expertise in the use of Project Management methodologies and tools and understand human resources policies and practices and change management techniques.

- Serve as the Project Manager for Total Maximum Daily Loads (TMDL) Tracker, STORage and RETrieval database (STORET) Replacement Discovery, and STORET Replacement project.
- Ensure that the project is compliant with all required WITS and Office of Technology & Information Services (OTIS) Project Management standards.
- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.

- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, and motivate project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.
- Work on other Projects as needed and assigned by supervisor.

Technology/Environment:

- Project Management Standards
- Oracle Forms & Report
- PMP Certification
- Oracle 10g Database
- J2EE/ XML
- ArcGis/ArcIms

Company Services Provided:

- Project Manager