



Statement of Work

Title: Project Manager

Revision Number: 0

Date: October 6, 2016

Statement of Work for *Project Manager*

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Prepared by: D. Rains

<i>APPROVALS</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
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* Approval for Technical Content

1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA) requires staff augmentation services related to the Information Management Project Office work scope. Support will be provided to the MSA Information Management Information Systems, Project Office workgroup.



The Subcontractor is required to provide staff augmentation support as set forth herein:

2.0 OBJECTIVE

The MSA Information Management (IM), Project Management Office (PMO) requires a Project Manager to work with the PMO manager, assisting with the management of critical IM projects and interfacing with IM subcontractors. The Project Manager assists with all phases of IM projects from concept to completion maintaining project documents, deliverables, and reporting.

3.0 DESCRIPTION OF WORK – SPECIFIC

This position is responsible and accountable for providing project management support to the Information Management (IM) Directors and Staff, reporting through the Information Management Project Management Office (PMO). This position is full-time, estimated to be 40 hours per week. Overtime may be requested and is estimated at 5 hours per week.

The role of the Project Manager is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle. The candidate must be able to develop and maintain positive and effective relationships with peers, staff supporting IM subcontractors and customer base. This includes communicating effectively, verbally and in writing, exercising sound judgment and discretion, as well as working well under pressure and efficiently on short turnaround assignments. The successful candidate will be required to work both in collaboration with the PMO Manager, IM Directors, and independently to determine priorities and ensure commitments are completed in a timely manner.

Specific duties and responsibilities include:

- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Set and continually manage project expectations with team members and other stakeholders.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- 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.
- Serve as a key communication partner with the other Hanford Contractors, Chief Information Officers, MSA IM customers, and the MSA IM organization to assure that the IT project tasks and technical solutions are effectively meeting the project needs, and issues are quickly resolved.

Acquisition & Deployment

- Estimate the resources and participants needed to achieve project goals.
- Draft and submit project cost proposals, and recommend subsequent project cost 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 assist with the appropriate recruitments if necessary during project cycle.

Operational Management

- Direct and manage project development from beginning to end.
- Develop full-scale project plans and associated communications documents.
- 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.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Prepare bid packages, purchase orders, purchase requisitions
- Write statements of work and enter contract requisitions and change requests into the MSA contract system

4.0 QUALIFICATIONS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

Minimum Qualifications

BA/BS degree, plus 10 years of progressive information technology related leadership, project management experience or equivalent combination of education and experience. Three years direct work experience in a project management capacity, including all aspects of process



development and execution. Strong familiarity with project management software, such as Microsoft Project. Technically competent with various software programs, such as Microsoft Office, Project, Excel and SharePoint. Ability to support a staff of technical subject matter experts during non-standard business hours. Experience leading project teams of 10 or more personnel with diverse technical skill sets.

Desired Qualifications

Project Management Professional (PMP) certificate required plus a minimum of 3 years of project management experience on large scale project or projects with significant impact on business operations.

Previous working knowledge or experience with Hanford Local Area Network (HLAN) enterprise network, server and desktop environment, related systems and software, policies, procedures, and processes.

Experience with database technologies and/or enterprise applications such as Microsoft Office, Skype for Business, Internet Explorer, desktop images and hardware, hosted desktop technologies, VoIP technologies, and Cisco Call Manager.

5.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;



- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.2 Government Property

The Subcontractor will be responsible for managing the Government-owned property as required in the Subcontract Provisions: Computer workstation, GPS survey equipment.

6.0 PERSONNEL REQUIREMENTS

6.1 Training

A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).

B. The following types of training qualifications are required:

- Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
- Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

A. For any on site work, see Special Provisions – On-Site Services for details.

B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.

C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

6.3 Work Location/Potential Access Requirements:

The primary work location is 2261 Stevens, Richland Washington (subject to change). Work including meetings may also be conducted on the Hanford site at various locations.



6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday. Alternative schedules (example – 8 x 9 schedule) may be coordinated with and approved by the BTR.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: November 1, 2016 or as soon as possible

Completion date: September 30, 2017