

CPIC Consultant Job Responsibilities:

- The individual will support OMB Exhibit 300, OMB IT Dashboard, and CPIC activities at a major government agency. Responsibilities include:
- Assist in the development of OMB Exhibit 300's, Work Breakdown Structure, project schedule, Acquisition Plan, Earned Value Management, Risk Management Plan/Register, Project Plan, Cost Benefit Analysis, and Operational Analysis.
- Advise clients effectively on applying best practices in capital planning in compliance with federal regulations.
- Work with program management to implement industry and Government best practices for program planning, schedule management, earned value management, risk management, portfolio management, baseline management, program performance reporting, OMB IT Dashboard reporting, and OMB Exhibit 300 reporting.
- Review, evaluate, and recommend improvements for Exhibit 300's in accordance with OMB guidance. This includes providing detailed comments for strengthening the E300 and OMB IT Dashboard reporting.
- Review and recommend improvements to policies and processes for CPIC, program performance metrics, and portfolio / program performance reporting.
- Assist in the completion of project deliverables on time at highest level of quality.
- Advise the client on tools and techniques to improve existing business processes.
- Engage in regular and sustained client interaction, including formal presentations and informal, routine communication.
- Integrate and analyze disparate financial and programmatic data, formulate findings & recommendations, and develop executive presentations.
- Perform other job-related responsibilities, as assigned.

Education:

Bachelor's Degree in Business, Economics, Finance, or related disciplines required. Masters Degree (or equivalent experience) is a plus.

Knowledge and Skills:

- 7+ years experience in a management or business consulting position involving program performance management.
- Working knowledge of CPIC processes along with hands-on experience developing the artifacts that support those processes.
- Program management or experience managing a software or hardware development, deployment, and support project. It would be desirable to have experience managing a portfolio of program or projects.
- Must be capable of interpreting OMB and Agency directives and instructions and providing guidance and assistance in completing compliance requirements.
- Strong analytic and problem solving skills are required.
- Strong written, verbal and presentation skills are critical as briefings and interactions with senior investment managers will be common.

- Must be familiar with the annual Federal budget process.
- Must be familiar with software packages (Microsoft Excel, Project, Word and PowerPoint). It would be useful to have experience with program management tools, such as schedule management, earned value management, risk management, and cost estimating.
- Ability to work both independently and in a team-oriented, collaborative environment.
- Strong communication and customer relationship skills.
- Ability to effectively prioritize and execute tasks