

Project Planning & Control Management: Supervisor, Project Planning & Control

Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team, and line management. Reviews status of projects and budgets; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients. Responsible for oversight of planning, budgeting, monitoring, coordinating and controlling of all Operations activities for all assigned programs under the control of a specific Business Area Team. Assure Operations performance is consistent with the goals established for the Business Area Team and provide maximum customer satisfaction.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

Policy and Strategy

Strong knowledge of project management tools, Six Sigma tools and procedures. Strong people management, negotiation and presentation skills. Solves routine problems of limited scope and complexity by following established policies and procedures.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules. Assignments are received in task-oriented terms. Provides direction to program team members using established policies and standards. Work is reviewed for soundness of judgment and overall quality and efficiency. May perform, especially in staff or professional groups, ongoing operational tasks of organizational units. Monitors work progress on a daily basis to ensure tasks and assignments are being completed to schedule and actively assists team members. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization.

Liaison

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information. Manages small to intermediate project teams to ensure program and contractual requirements are achieved. Interfaces closely with Project Engineers and Engineering regarding projects. Liaison normally involves specific phases of a task, project or operation. External contacts involve routine matters to understand, track, drill down and question activities and issues in all functional areas in order to influence management and resolve conflict. Negotiation, leadership, assertiveness and follow-through skills are key to successful completion of tasks. Conducts briefings to Senior Management on project health.

Operations Involvement/Direct Work Involvement

Monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational units. Responsible for managing all aspects of assigned program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for assigned programs. Plans, directs or coordinates activities within specific programs. Analyzes workflow and assigns or schedules work to meet priorities and goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Meets

with program managers, support staff, vendors and customers to solicit cooperation and resolve problems. Develops and implements recovery plans for off-schedule and unanticipated events. Generates various reports/deliverables.

Minimum Education and Experience

3+ years of project engineering or related technical experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Working knowledge of all pertinent Operations functions, including, but not limited to: Materials Management & MRP, B&P and Budgeting, IR&D, Producibility and Testability, Procurement, Metrics and process improvement. Ability to lead a diverse workforce and provide an effective and efficient work environment. Ability to direct and manage multiple projects simultaneously, under frequently changing priorities. Excellent written and verbal communication skills. Ability to obtain a "top secret" security clearance. Intermediate MS, Project, MS Word, PowerPoint and Excel skills.