

Program Management: Program Manager

Directs all phases of programs from inception through completion. Responsible for the cost, schedule and technical performance of company programs or subsystems of major programs. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, performance Statement of Work (SOW) and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes design concepts, criteria and engineering efforts for product research, development, integration and test. Develops new business or expands the product line with the customer. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and obtains solutions, such as allocating resources or changing contractual specifications. Directs the work of employees assigned to the program from technical, manufacturing and administrative areas.

Program Complexity

New, small, less complex development, production or services program or developed and mature program with well-defined plans and delivery methodologies.

Customer and Subcontractor Complexity

Program serves a single customer and requires minor coordination of program requirements.

Span of Control

Program can be managed from a single domestic location but workforce may be geographically dispersed. Includes moderate coordination with the functional areas (e.g., engineering, field services, HR, and manufacturing).

Technical Requirements

Uses standard principles, theories, concepts, and techniques to provide solutions to a variety of program requirements. Low risk.

Financial Impact

The financial risk associated with execution of the program is low to moderate. The financial risk is dependent on the specifics of the program, such as program size/complexity, strategic importance, contract type, technical risk, profit margin, growth potential, etc. Opportunity for growth in the near term may be limited. Cost overruns have a low impact to profit, and may have a moderate impact on winning new business.

Impact

The schedule and technical risk associated with execution of the program is low to moderate. The schedule and technical risks are dependent on the specifics of the program, such as program size/complexity, strategic importance, contract type, growth potential, etc. Failure to meet schedule and/or requirements will cause expenditure of additional time, human resources, funds, and may jeopardize future business activity.

Scope

Responsible for managing cost, schedule, performance and stakeholders of programs which are of relatively low risk and complexity or part of a larger program. Ensures that all required resources, such as engineering, human resources, production, computer time, and facilities are available for the program. Plans, directs and monitors program budget and serves as primary customer contact for program information. May be responsible for business development within current customer base and/or for new customers.

Minimum Education and Experience

5+ years of project, program or related experience. BS required. Engineering, science or technical BS desired. Experience managing government contracts desired. PMP or equivalent desired. XLSS green belt desired.