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## PMO Program Manager

### Direct Path, Inc.

Our charter is simple: We lead mission critical business projects to success for our clients. Our professionals use practical experience and proven methods to maximize odds of successfully completing business projects. Finding the most direct route to success isn't easy. Organizations engage Direct Path because we provide talented people in the areas of Business Initiative Planning, Program Management and Business Process Improvement. Visit our website at [www.thedirectpath.com](http://www.thedirectpath.com) for more information.

### Position Summary.

The PMO Program Manager is responsible for assisting Direct Path clients establish, run and mature their Project Management Offices. We are seeking both employees and subcontractors.

### Primary Responsibilities.

- Develop PMO strategy aligned with business goals, client culture and project management maturity
- Create a PMO roadmap consistent with PMO objectives
- Establish project portfolio management processes, guidelines and tools
- Assess maturity of project management processes against standard maturity models such as OPM3, CobiT, CMM/CMMi
- Develop and execute a change management strategy to inform, educate and involve all affected parties
- Translate PMO requirements into distinct roles and responsibilities of PMO staff and evaluate gaps in staff competencies
- Establish key metrics for PMO success and implement tools to capture and report those metrics
- Identify and develop processes and workflows to enhance the maturity of the PMO
- Facilitate and promote team collaboration and ensure assignments are completed on time, within budget, & within scope
- Communicate effectively with client, project stakeholders, and project sponsors to keep the client and Direct Path management team informed of PMO status and health
- Identify risks, dependencies, and issues that affect timelines, quality, or budget and aggressively work to identify a solution to resolve and mitigate
- Manage project scope and utilize change management procedures as necessary
- Understand, utilize and adhere to the Direct Path program management approach, Direct Path PM™; adapt the approach to client projects as appropriate
- Build client relationships, identify additional Direct Path opportunities while delivering high quality work and assist with other business development activities such as developing proposals and presentations
- Serve as an internal and external advocate and subject matter expert for Direct Path program management solutions

### Core Competencies.

- 7+ years of project management experience
- Bachelors degree, Masters degree preferred
- PMP certification
- PMO and PPM implementation experience
- Organizational change management familiarity
- Critical thinker with the ability to convey ideas and thoughts to varying levels of management within the organization
- Adept at producing high-quality, detailed PMO strategies, executive summaries, and other work product with little guidance
- Ability to lead teams in developing valid conclusions and identifying alternatives
- Understand relationships to manage large-scale projects across multiple groups

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- Experience managing a portfolio of projects or programs
  - Ability to build trust, gain consensus and overcome resistance
  - Solid consulting skills such as business/financial analysis, negotiating, interviewing stakeholders and facilitating meetings
  - Excellent written and oral communication skills with the ability to communicate at a level of detail appropriate for the audience
  - Outstanding interpersonal and leadership skills, excellent presentation skills, strong work ethic and self-motivated
  - Experience using best practices and standardized processes such as PMI (OPM3), CobiT, CMMi, Six Sigma or Balanced Scorecard

If you have what it takes to join the elite and progress your career even further, you owe it to yourself to meet with us. We currently have unique market opportunities that do not routinely present themselves.

For immediate consideration, please e-mail your resume, cover letter and salary requirements to [careers@thedirectpath.com](mailto:careers@thedirectpath.com).