



Manager, Project Job Description

ArcSource Group, Inc. is a certified SBA 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB) that delivers training and management related services and IT support services to federal and commercial clients. We are seeking a **Manager, Project**.

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and acts to direct the analysis and solutions of problems.

This position is in Eagan, MN

Primary Skills/Experience:

- AGILE DEVELOPMENT, AGILE COACHING, PROJECT MANAGEMENT, knowledge of Service Oriented Architecture
- Strong knowledge in Agile/Scrum processes and management tools such as VersionOne
- Knowledge of and experience in an IT Service management System (preferably ServiceNow) and ITIL processes

Additional Skills/Experience:

- Experience training/mentoring less experienced personnel
- Broad knowledge of project management disciplines as outlined in the Project Management Body of Knowledge
- Moderate experience with managing software application development projects of various sizes, including client interaction and meeting facilitation
- Moderate experience defining project scope, developing work plans and project schedules, preparing project estimates, developing resource plans, and compiling project status reports
- Moderate experience managing heterogeneous project teams composed of resources from multiple vendors/organizations
- Moderate experience reviewing software documentation such as requirements



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specifications, design documents, manuals, test plans/cases, test scripts and test reports

- Able to obtain Postal clearance
- Excellent communication skills

Employee Benefits:

- Medical, Dental, & Vision Benefits; 401k
- Long Term & Short-Term Disability; Life Insurance
- Three weeks PTO + Federal Holidays
- Salary dependent on skills and experience

Please contact: careers@arcsourcegroup.com

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to perform the job successfully. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.

ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.

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