

Job Title: Deputy Project Manager

QUALIFICATIONS: Minimum of 5 years of experience in the business or technology directly related to the project. Three years of supervisory experience leading business analysis and technically oriented projects and personnel. Knowledgeable of federal contract and procurement practices, in preparation of project documentation, financial reports. Prepares and monitors task budgets and schedules.

GENERAL DESCRIPTION: Provides assistance to the project manager. Develops and applies the appropriate operating assumptions, creates and monitors tracking reports, and maintains baselines. Measures performance against schedule and cost using earned value; forecasts revenue, performs analysis of work in progress and estimates to complete, develops progress reporting detailing the progress of the project work plan (including timelines, resources and forecasting).