## Project Management Services Request

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager</th>
<th>Job Category:</th>
<th>Project Management or/and Staff Augmentation services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Lewis and Clark County</td>
<td>Job Code/Req#:</td>
<td>N/A</td>
</tr>
<tr>
<td>Location:</td>
<td>Helena, MT</td>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>Fixed/Hourly TBD</td>
<td>Duration:</td>
<td>October 2019 – June 2020</td>
</tr>
<tr>
<td>Supervisor/Manager:</td>
<td>Art Pembroke</td>
<td>Contact Information:</td>
<td>(406) 447-8340 <a href="mailto:apembroke@lccountymt.gov">apembroke@lccountymt.gov</a></td>
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### Job/Project Description

A Project Manager (PM) is being sought (starting October 2019) to perform project management tasks and activities for Lewis and Clark County. The goal of this engagement is to assist the city/county Information Technology and Services organization in addressing project management related findings from a recent IT Assessment. The intent would be to have Information Technology and Services staff engaged with the successful respondent staffing to gain understanding and knowledge of the proper project management body of knowledge. This position would help the city and county enterprise to implement a project management program / structure moving forward.

### Engagement Specific Services:

- **a)** Provide Project Management oversight and guidance relating to the implementation of a recent IT Assessment that was completed for the City and County. The resulting report identified 62 potential improvement tasks, many of which may be projects in and of their own. We are looking for PM services to assist us in developing a solid PM approach to the overall assessment and related subprojects.
- **b)** Assist with the development and maintenance the overall project plan for the IT Assessment.
- **c)** Assist staff in developing a lightweight project management template for defining scope, roles, responsibilities, status and risks.
- **d)** Assist staff in formalizing a change management approach as part of project planning to support users in managing the transition from one system to another.
- **e)** Assist staff in developing a template for reporting on project status to include key performance indicators to ensure consistency when reporting on projects.
- **f)** Formalize a project engagement strategy that incorporates project management principles.
- **g)** Assist staff in using the completed project management templates to balance the project portfolio with daily operations and available resources.
- **h)** Develop and mentor assigned staff in project management tasks

The successful candidate will work closely with the Project Sponsor’s for the identified projects and will report directly to the Information Technology and Services Director. The projected work hours are expected to be no more than 20 hours per week over the course of this engagement. This engagement is anticipated to be active through the end of the current fiscal year (June 30, 2020).
Project Management Services Request

**Project Management (Develop, Assist, Mentor)**
The project manager would be expected to assist in the PM activities list below as a resource, mentor and reviewer:

- Collaborate with stakeholders to define and refine the project scope, goals and deliverables.
- Develop project plans and associated project documents.
- Effectively communicate project tasks and expectations to team members and stakeholders in a timely and clear fashion.
- Estimate the resources and participants needed to achieve project tasks and goals.
- Set and maintain project expectations with team members and other stakeholders.
- Work with the project leadership team (IT Steering Committee, Project Director) to assign and delegate tasks and responsibilities to appropriate staff.
- Discuss identified project conflicts with the project leadership and work to resolution.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation and presentations to the project leadership team.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Direct and motivate project team members and influence them to take positive action and accountability for their assigned tasks.

**Experience Requirements**

- Bachelor’s Degree or higher, or equivalent work experience.
- PMP (Project Management Professional) Certification, or equivalent preferred.
- Expert knowledge of principles and practices of electronic data and information management systems and procedures.
- Solid technical background, with understanding or hands-on experience in software development and web technologies.
- Proven working experience as a project manager in the information technology domain.
- Strong organizational skills including attention to detail and multi-tasking skills.
- Complete working knowledge of Microsoft Office.