



Project Manager

Job Summary

The Project Manager (PM) is responsible for the overall direction, coordination, implementation, execution, control, and completion of assigned projects, ensuring consistency with company strategy, commitments, and goals. The PM is responsible for monitoring and reporting progress, assignment of project resources, and control of financial and administrative aspects of projects with respect to task order requirements. The PM serves as the primary interface and point of contact with the client or client's representative.

Job Description

Key Responsibilities

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Manages day-to-day operational status of assigned projects.
- Ensures quality assurance of project deliverables and reviews all deliverables prepared by team before submitting to client.
- Ensures project documents are complete, current, and stored appropriately.
- Tracks and reports team hours and expenses.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates, and utilization.
- Performs a variety of administrative and analytical tasks in support of assigned projects.
- Participates in establishing and defining program plan requirements.
- Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Interacts regularly with clients and other industry representatives to ensure conformance to customer requirements.
- Provides technical, administrative, and operational management of assigned project or tasks, including subcontractor management.
- Develops project plans, proposals, reports, and task orders, and administrative reports.
- Conducts planning and provides recommendations to client on task workload.
- May also perform high level technical services on assigned tasks.
- Participates in special projects, as required.
- Assures project contract and deliverable documents are completed and signed.
- Maintains current knowledge of relevant technology, as assigned.



Minimum Qualifications

- Bachelor's Degree in Instructional Design, Curriculum Design, Educational Psychology, Management, or other related field with 8+ years of experience in Instructional Design, Project Management, or other related fields, OR
- Master's Degree in Instructional Design, Curriculum Design, Educational Psychology, Management or other related field with 6+ years of experience in Instructional Design, Project Management, or other related fields.
- Project management certification such as PMP, CAPM or equivalent Government certification.
- Strong knowledge of project cost and schedule management, tools, and reports.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Visio and Project
- Understanding of basic revenue models, and estimate to complete models.
- Strong written and verbal communication skills with a solid grasp of English grammar and usage.
- Ability to work collaboratively with others.
- Ability to positively direct the work of others
- Ability to work independently with minimal supervision.
- Ability to pass a background check and drug test.

Preferred Qualifications

- Experience conducting financial forecasts: revenue, profitability, margins, bill rates, and utilization.
- Experience leading proposal efforts including completing project scoping and LOE assessments.