

## URGENT NEED! URGENT NEED! URGENT NEED!

Contact immediately with resume & hourly rate:  
Sandip Basu @ [Sandip@fuse.net](mailto:Sandip@fuse.net) / 513.608.8934

### Project Description:

An Enterprise Project is created to guide a local Utility through the necessary steps to prepare new organizational structure (Utility District). The Project Manager in this position will be required to manage the creation of the new IT Infrastructure that will provide the following services: Internet Access, Email (Local and internet), Spam, Webmail, Blackberry messaging, Remote Access, Security, and other IT infrastructure related services. The project manager will also be responsible for managing the work necessary to inventory and transfer ownership of all software licenses, and ensure all telephony services are in place for the new enterprise structure.

**Duration:** 6+ months with potential extension (*most likely more than a year*)

**Functional Title** Project Manager working within an enterprise Program of multiple projects

**General Description:** The Project Manager is responsible for:

- Focal point of the overall project.
- Leads the planning, execution and closing of the project
- Create and maintain overall project plan (MS Project and/or Primavera)
- Feeds information into the overall project schedule ensuring deadlines are met
- Prepare regular status reports for the project Director(s) and Project Managers(s)
- Maintain project collaboration website (Sharepoint Information)
- Be responsible for deciding when tasks/ activities need to be escalated to project Director(s) and Project Managers(s)
- Attend regular project manager meetings
- Facilitate project team meetings
- Coordinates external resources (consultants)
- Create project charters
- Create sub-project management plans

**Outcome and Deliverables Include, but not limited to:**

- Project Charter Document
- Cost Estimates
- Detailed Project Plan
- Network Infrastructure Design Document with Schematics
- Project Resource estimates
- Detailed Implementation Plan
- Roles and Responsibilities for the Implementation Plan

**Required Functional Skills:**

The position requires experience as a Project Manager working with business users, and technical leads defining their needs, and providing automated solutions to meet the business needs. Exhibited experience in:

- IT leadership skills
- Management experience in multiple IT disciplines, including:
  - Data center builds and migrations
  - Microsoft Active Directory
  - Messaging Services (Blackberry, Exchange Server 2010, Outlook Webmail, etc.)
  - Network assessment and development; risk identification and remediation
  - Network and Information Security Policies and Procedures
  - Network auditing and remediation
  - Standards development
  - **VoIP, video and wireless network implementation (Critical)**
  - **Telecommunications auditing (Critical)**
  - Structured cabling
- Managing cross-functional teams across multiple business units to achieve organizational objectives
- Problem analysis skills; ability to formulate and implement high-impact change to achieve immediate solutions and long-term strategic initiatives

- Excellent communications and presentation skills

**Required Tech Skills:** Microsoft Office Suite  
- Word  
- Excel  
- Power Point  
- Outlook  
- Visio  
Windows XP and beyond  
Microsoft Project

**Desired 'Plus' Experience:** -Primavera - as a Project Management Information System  
- PMI PMP (Project Management Professional) Certification

**Education:** Minimum: Bachelors Degree with a minimum of 8 years of relevant experience as a Project Manager.  
Desired: BA or MA degree with progressive relevant experience in Information Technology, Project Management and Data Communications,

**Personal Attributes:** Professional conduct is essential  
Excellent oral and written communication skills  
Excellent problem solving skills  
Strategic thinking skills  
Excellent negotiation skills  
Detail oriented  
Strong interpersonal skills  
Committed to achieving objectives  
Team Focus - Ability to interact smoothly and collaboratively with staff

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