Enterprise Networking Solutions, Inc. (916) 369-7567
3054 Fite Circle, Suite 106 FAX (916) 369-0443
Sacramento, CA 95827 hr@ens-inc.com

**Who Is
ENS-Inc?**

Enterprise Networking Solutions, Inc. (ENS-Inc) is a privately held corporation founded in 1999 offering consulting services, computer networking, and integration services to government agencies and commercial companies. At ENS-Inc we make great strides in understanding our Client's business model and technical infrastructure as to provide the Client with intelligent solutions to improve the technical aspect of the Client's business model. The hours we invest with the Client, collecting data, serve the ENS-Inc business process that makes ENS-Inc successful in providing solutions for our Client's technical intentions. This time also paves the way to a long-term business relationship based on mutual understanding and trust with thought-provoking ideas to bolster our Client's technical environment.

For more information about ENS-Inc, our business and our customers, please visit our website at **www.ens-inc.com**.

Project Manager

Overview

The Project Manager will supervise, assist and support the project team. Leads the technical side of product development, managing and defining the functional specifications and determining how the end product will work. Act as the liaison and coordinate work issues with internal employees, consultants, subcontractors and the customer to ensure timely completion of assigned projects.   Provide regular project status updates to the customer. Responsible for leading the project team in delivering a solution to the customer using the appropriate terms and conditions for the project according to the project charter or contract.

**Classification
Levels**

- Associate Project Manager
- Project Manager
- Senior Project Manager
- Executive Project Manager

Skills   Based on the classification level, a Project Manager will possess the following skills:
- Supervise the project team in day-to-day operations to ensure that policies and procedures are being followed.
- Plan, organize, administer, review and evaluate the work of the project team.
- Deliver a solution to the customer using the appropriate terms and conditions for the project according to the project charter or contract.
- Reports, procedures, directives and other materials.
- Comply with all applicable federal and state regulations.
- Prioritize and allocate available project resources.
- Strategies and work plans for accomplishing project goals.
- Organize tasks in logical sequence, identify required resources and assign individuals.
- Be aware of new technologies and the potential application on client engagements.
- Track lessons learned and shares those lessons with team members.
- Communicate effectively with clients to identify needs and evaluate solutions.
- Comply with and help enforce standard policies and procedures.
- Plan, schedule and track project timelines and milestones using appropriate tools.
- Project post mortem meeting, make recommendations for project elements.
- Leads the technical side of product development, managing and defining the functional specifications and determining how the end product will work.
- Act as the liaison and coordinate work issues with internal employees, consultants, subcontractors and the customer to ensure timely completion of assigned projects.
- Provide regular project status updates to the customer.
- Best practices and tools for project execution and management.
- Negotiate, create, monitor and administer a variety of contracts and agreements.
- Project timeline, work schedules and approved budget.
- Forecast revenue, profitability, margins, and bill rates.
- Balance client satisfaction and business risk in negotiations with client.
- Analyze cost data and assess risk.
- Anticipate, identify and respond to project related problems and issues.
- Program policies, procedures and standards.
- Implement, interpret and be able to explain applicable federal and state regulations.
- Recommend project improvements to meet changing requirements and client needs.
- Evaluate the effectiveness of the project.
- Verify project materials are complete and requirements have been met, prior to delivery to the customer.
- Direct and manage project development from beginning to end.

Leadership Skills   In general, a Project Manager will possess the following leadership skills:
- Accept responsibility for own actions and keeps commitments.
- Demonstrate accuracy and thoroughness in completing tasks.
- Able to work quickly under pressure, make logical decisions and meet deadlines.
- Identify and resolve problems in a timely manner; develop alternative solutions.
- Provide assistance, technical advice and supervision when needed.
- Challenge others to develop as leaders while serving as a role model and mentor.
- Disciple or report project team members, if needed.
- Able to manage multiple, simultaneous projects and deadlines.
- Self motivated to learn new technologies and improve as a team member.
- Works independently and as part of a project team.
- Thrive in a fast paced, rapidly changing environment.
- Strong communication, collaboration and problem-solving skills.

Project Manager Classification Levels

Expectations   Regardless of the classification level assigned to an employee's job description, they will be expected to perform all tasks and skills related to the lower levels as needed. If an employee is assigned to a higher level (Senior PM or Executive PM), they will be expected to perform all tasks and skills related to the lower levels as needed. If an employee is assigned a lower level (Associate PM or PM), they may be asked to perform higher level work under supervision and/or with training.

Associate Project Manager

Essential Responsibilities
Depending on the project size and environment complexity, your role will be to:
- Execute and Lead micro to small sized projects.
- Participate and Support medium to enterprise sized projects.

Example: When an Associate is assigned to a large sized project, their role would be to support and participate in performing the work needed to complete a project. If assigned to a micro sized project, their role would be to lead the project, perform the project work, training, etc.

Qualifications
- 1+ years of Project Management experience.
- College degree with major coursework related to Project Management; or, an equivalent combination of education and experience (preferred).

Project Manager	**Essential Responsibilities** Depending on the project size and environment complexity, your role will be to: • Execute and Lead small to medium sized projects. • Participate and Support large to enterprise sized projects. ***Example:*** When a Project Manager is assigned to Small or Medium sized project, their role would be to lead the project, perform the project work, training, etc. **Qualifications** • 5+ years of Project Management experience. • College degree with major coursework related to Project Management; or, an equivalent combination of education and experience. • Possess Certification(s) related to the job or field (preferred). • Subject Matter Expert (SME).
Senior Project Manager	**Essential Responsibilities** Depending on the project size and environment complexity, your role will be to: • Execute and Lead small to medium sized projects. • Develop and Lead large to enterprise sized projects. ***Example:*** When a Senior Project Manager is assigned to Small or Medium sized project, their role would go beyond leading the project to include Architect Design, mentoring lower level employees, training, etc. **Qualifications** • 8+ years of Project Management experience. • College degree with major coursework related to Project Management; or, an equivalent combination of education and experience. • Possess Certification(s) related to the job or field. • Subject Matter Expert (SME). • Must exhibit technical leadership and have experience with team building, process improvement, conflict resolution, and motivating people. • Management experience (preferred).

Executive Project Manager	**Essential Responsibilities** Depending on the project size and environment complexity, your role will be to: • Execute and Lead small to medium sized projects. • Develop and Lead large to enterprise sized projects. ***Example:*** When an Executive Project Manager is assigned to Small or Medium sized project, their role would go beyond Architect Design to include mentoring lower level employees, provide project overview, training, etc. **Qualifications** • 10+ years of Project Management experience. • College degree with major coursework related to Project Management; or, an equivalent combination of education and experience. • Possess multiple Certifications related to the job or field. • Subject Matter Expert (SME) in multiple areas. • Must exhibit technical leadership and have experience with team building, process improvement, conflict resolution, and motivating people. • Management experience (preferred).