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| Capgemini | **Shehnaz Toddywala, PMP, MS (Computer Science)** |
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| Experienced and versatile project manager, with 12+ years’ experience of working with teams in multiple geographical locations, encompassing numerous delivery models and methodologies (such as Agile, RAD and Waterfall), across a variety of project and program roles. |
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| **EXPERIENCE** (Select Engagements provided. Complete list available on request) |
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Conduct feasibility study of technology and solutions. | | * Identifying and documenting risks involved with the project and mitigation plan for the same | | * Partner with development team to define roadmap and mutually agree delivery timelines. Oversee development activity and manage the deliverables | | * Analyzing the performance of the provided solutions and to perform the ready for business checks before any deployments. | | * Complete Maintenance, Support and Testing of the application. | | | |  | | | **Project:** *Barclays Plc., NYC, NY* | September 2015 – May 2016 | | Lead Business Analyst and Project manager for the FIGS platform, an analytical and research platform servicing the bank-wide needs of the Financial Intelligence Unit.   * Managed team of 14 technical resources spanning 3 countries across 5 distinct areas – Hadoop/ SOLR development, Quality Assurance, Business Analysis, Configuration Management and Technical Writing. * Reviewed the existing set of compliance reports with stakeholders to develop roadmap for new features and capabilities. * Organized design sessions to define the target architecture. * Managed Business Analysts to create Use Cases in half the time. Combined principles of rapid and joint application development to consolidate requirements gathering through joint approval meetings. Used diagraming tools such Use Case Diagram, Activity Diagram and Sequence Diagram. * Direct project team on creation of capacity planning, risk management and mitigation, action item resolution, performance requirements and productivity metrics tracking within a hybrid Agile and Waterfall environment. * Created several team specific dashboards to provide a more accurate status to the business partners, team leads and project schedulers regarding project milestones. This dramatically improved overall status reporting and strategic planning of the project. * Instituted dashboard tracking system to keep Use Cases flowing from business analysis to development into testing. Implemented ALM to track software defects by feature to simplify the feedback cycle. * Facilitate project team’s meetings and work closely with developers and business intelligence report writers to follow consistent configuration management procedures. Recommended and implemented the use of Version Manager for document and code control. * Oversee the analysis, design, implementation, testing and documentation of all end user applications and supporting project document | | |  | | | **Project:** *Progressive Insurance, Cleveland OH* | September 2013 – August 2015 | | Project Manager for a 60 person, USD 65 million, multi-year, multi-vendor application modernization program, seeking to improve efficiencies and reducing costs for onboarding and servicing customers across the US, while adhering to regulations specific to each state.   * Managed all project related information like Status Report, Issues and Risks, Assumptions, Change Management, Milestones, QA, project metrics data, project budget, Extraordinary Change Requests and Schedule Management * Worked with internal and external stakeholders to define processes and standard operating processes for the project. Facilitated, coached, and guided the team on the values and practices of Agile and Scrum. Ensured that agile principles and processes are properly implemented and adopted. * Collected and analyzed project metrics data and working with the Scrum Master, Product Owner and Scrum Team to identify and incorporate corrective actions when needed. * Tracked project dependencies outside of the project team's control and escalating issues as necessary * Monitored and controlled the project budget. Developed a financial dashboard to help improve oversight over actuals * Facilitated cross-group and cross-functional communications for issues resolution and updates * Managed staffing for the entire program comprising multiple project teams distributed across multiple geographical locations. Led analysis that revised the forecast factors to improve accuracy by 30% * Scheduled and facilitated Sprint Planning, Daily Stand-Up, Sprint Demo and Sprint Retrospective meetings. * Removed impediments and resolved conflicts. Radiated information to ensure transparency. * Supported the Product Owner to ensure the backlog has sufficient prioritized user stories at a “ready” status to stay ahead of the Team * Facilitated an atmosphere of team creativity to foster increased productivity and production of higher quality products. * Ensured Burn-up and Burn-down charts are available and accurate * Tools & Technologies -- .net, SQL Server, Clarity, JIRA, ALM, Project Server, Clarity   I was recognized as a **Star Performer** for the program. (A recognition reserved for the top 2% of the firm) | | | **Project:** *Humana Insurance, Louisville, KY* | August 2009 – December 2011 | | Omni- channel Portal Development for Individual and Medicare Business Units. The portals were used for the enrollment and servicing of customers.   * In addition to the responsibilities of a developer (MS .Net front end and MS SQL Server back end), I played the role of a scrum master for the project. The distributed agile methodology was applied to this project. My team comprised of employees as well as contractors from multiple vendor companies. In addition to Louisville, the primary location, the project was executed from Chicago as well as couple of locations in India. My responsibilities included:   + Managed all the communication, co-ordination and status reporting with all the stakeholders   + Used Agile scrum methodologies for managing multiple iterations   + Monitored and controlled project scope, cost, schedule and quality.   + Followed Global Delivery Model to take advantage of offshore centers, managed remote teams.   + Maintained continuous alignment of program scope with strategic business objectives   + Coached and mentored personnel within a cross techno functional team environment.   + Built credibility, established rapport, and maintained communication with stakeholders at multiple levels, including those external to the organization.   + Coordinated all project documentation and deliverables as per client's project methodology.   + Working with team stakeholders and support groups to facilitate timely delivery of required artifacts   + Coaching and nurturing onsite and offshore teams through SDLC process to ensure seamless, around the sun operations   + Participating in knowledge sharing sessions to identify ways to standardize and improve processes at a program level. * Out of the twenty scrum teams that were operating in the unit, our team was considered the best performing. I was individually felicitated for my performance by the Vice President. I also received the **Top Appraisal Rating** (This rating is reserved for the top 5% of performers in the company.) | | | |
| **EDUCATION QUALIFICATIONS** |
| • Project Management Professional, Project Management Institute  • Masters of Computer Applications, South Gujrat University  • Bachelor of Science (Mathematics Major), South Gujrat University |
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| **VOLUNTEERING AND SOCIAL CONTRIBUTION** |
| • Volunteer for Annual Kissena Park Art Competition. Contribution recognized through felicitation and recognition from local senator |