

## Position Description:

### Enterprise Project Management Consultant

Located in Portland, OR

Please send resume to [employment@advisicon.com](mailto:employment@advisicon.com)



### Position Description Summary

The Enterprise Project Management Consultant position entails the following tasks, activities, and responsibilities:

- Help lead and build Advisicon's growing Enterprise Project Management (EPM) consulting practice in the Seattle and Puget Sound area
- Deliver Microsoft Office Project Server (EPM), Microsoft Office SharePoint Server (MOSS), and Windows SharePoint Services (WSS) implementation and integration consulting services to clients
- Lead planning and architecting for EPM, MOSS and WSS implementations
- Manage EPM implementations and development of teams and projects
- Provide system administration support for client Enterprise Project Management instances
- Propose, develop, and support proof of concept pilot projects, testing, and evaluating proposed Enterprise Project Management-based solutions
- Support other Advisicon consultants in delivering Enterprise Project Management consulting services
- Facilitate and/or participate in meetings with clients, team members, and stakeholders
- Manage client accounts, stakeholders, and projects
- Develop and present project, program, and portfolio status reports
- Develop and deliver Enterprise Project Management training, demos, educational presentations, and proposals to prospects, clients, partners, and groups
- Facilitate opportunities to broaden Advisicon services/solutions within the client site

### Professional Experience and Certifications

- PMP certified with at least 3 years Enterprise Project Management experience
- 2 years experience in planning and architecting Microsoft Office Project Server (EPM) 2003 and 2007 implementations; at least one year experience with MOSS 2007 and WSS 3.0
- Certified in Microsoft Office Project Server 2007 or equivalent experience
- Architecting and deploying Microsoft Office Project Server 2007 production systems
- Experienced with configuring, customizing, and integrating Microsoft Office Project Server 2003 and/or 2007, MOSS and WSS 2.0 and/or 3.0

- Experienced with gathering business and technical requirements for Microsoft Office Project Server 2003 and/or 2007, MOSS and WSS (are versions important to add here?)
- 4+ years IT and systems integration experience
- Strong knowledge of the Microsoft Office platform
- Knowledge of a range of Enterprise Project Management-related technologies (some examples might be helpful for clarity)

### **Core Professional Skills:**

- Strong consulting skills
- Experienced in selling professional services
- Excellent written, electronic, and interpersonal communication skills
- Strong customer account management skills
- Professional appearance and manners
- Effective trainer/instructor/presenter skills
- Problem-solver/solution provider
- Reliable and diligent
- Approachable and teachable
- Team player and leader
- Organized, systematic
- Great follow-through
- Strong professional references
- Proficient in Microsoft Office Excel, Word, Outlook
- Able to follow instructions/directives
- Effective manager of both technical and non-technical resources and teams

### **Preferred and valued, but not required**

- Microsoft and other certifications
- Consulting experience
- Experienced with gathering business and technical requirements for applications integrating with MOSS
- Application or system development consulting experience
- Application architecture and portfolio management experience
- Able to develop and write training materials
- Experience working with developers (especially .NET developers)
- Experienced with non-Microsoft collaboration and document management applications

### **Personal Qualifications**

1. Professional
2. Friendly, outgoing, sociable
3. Teachable; autodidactic
4. Alert and observant, proactive
5. Self-motivated, takes initiative
6. Honest
7. Tactful and respectful
8. Passionate about profession
9. Healthy sense of humor