

SUNITHA
SENIOR PROJECT MANAGER

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PROFESSIONAL COMPETENCIES

- A skillful, accomplished, results-oriented Technology professional with over **15+ years** of experience leading and contributing to large scale IT projects in matrix organization with cross-functional project teams, leading new or expanding initiatives in **large, cross-functional, or multi-company efforts**. Building strong, trusted relationships throughout organizations, from executive level to individual contributors.
- Wide Techno-Functional and project management background, experienced at functioning strategically with business leaders to transform business needs into technology results.
- Extensive experience in all aspects of Project management (**PMBOK**) and system development life cycle (**SDLC**) using Clarity for both **Agile Scrum, Waterfall** and **Hybrid** methodologies in **Matrix, Functional** and **Direct Line** environments.
- Proficiency in supporting client with requirements gathering, analysis and design, project planning, project execution, project documentation, change management and quality assurance
- Extensive Experience in **Cross-Functional Project leadership**, with all project stages including Project **Conceptualization, Initiation, Project Planning, Project coordination, Project estimation, Risk Management**, Requirements determination, Gap analysis, Business process reengineering, Issue resolution, Configuration, Testing, Training, Go-live assistance and Post implementation support.
- Experience working in the domains of **Healthcare, Telecom, Pharmaceuticals, Oil and Gas, Health Care systems, and Utility**.
- Vast experience in **PM documentation & Reports** as per need, **SRS, BRD, FS** and other **relevant artifacts**.
- Vast Experience in **As-is To-be** processes **GAP Analysis**. Expert in **Feasibility studies, Risk Analysis**.
- Associated in the full **STLC** and has been experienced in all phases of testing
- Managed Cross-Functional, Multi-Cultural teams, Matrix based projects involving Architects, Business Analysts, **Project Managers, Project Coordinators, Financial Controllers, Cross-Functional/Business SMEs, Developers, Testers/QA, DBA, Infrastructure, IT Security and Release Management Teams**.
- Skilled at managing collaborations, managing programs/projects, creating new business opportunities and building innovative solutions by integrating technology and business processes, thus providing exceptional client services
- Experienced in **Data Migration, Data Loads, SAP BI and BW, Data Conversions, building Conversion Logic, Validation Methods, Error Handling Methods**
- **Involved in Testing Types FUT, ITC, Performance Testing, Load Test, Smoke Test**
- **Created Test Scripts, Test Cases, Test Scenarios**
- **Extensive All Life Cycle Management (ALM), HPQC, JIRA, RTC, RQM**
- Involved in **Data Modeling, Legacy Data migration, Data integration**, with Oracle DB and MS SQL Servers and **Data Mining and Data Analytics, Data Analysis**
- Involved in **Data Modeling, Legacy Data migration, Data integration**
- Knowledgeable in using Process Improvement Techniques which contributes to better organizational performance, building effective teams, solving problems, improving

implementation time frames, and lowering overall cost through aligning technical resources with project objectives.

- Ability to multitask for various projects, **organizes meetings**, update project schedules and deadlines, and create work flow procedures. Build Relationship with business and other stakeholders for effective communications for risk and issues to monitor the progress of the project.

EDUCATION: MBA HR

CERTIFICATIONS: Success Factors – Employee Central

TECHNICAL SKILL SET:

Database Environments, ETL, Integration and Web services	Oracle, Microsoft Access, SAP(BODI), SAP HANA, SAP (BW), Web services
Reporting and Visualization Tools	Crystal Reports, Business Objects, SAP ADHOC Reports, Custom Reports
Agile- Scrum and Testing Tools	HP-ALM, HP QC, JIRA, Mercury Test Director, Rational ClearQuest, Rational Test Manager,
Business Applications	MS Office 2003, OpenOffice.org
Data Modeling and Prototyping tools	Deloitte EVD (Enterprise Value Deliverable) MS Visio, Rational Software Modeler, Deloitte Industry Print and SAP ARIS and Open Data Modeling Sources
Requirement management	BPPL Business Process Procedure List, MS Silverlight
Methodologies	SDLC, ASAP, Agile- Scrum, Agile Methodologies
Project and Content Management	MS Office suite, MS Project, Share Point 2007, 2010, 2013, e-Room, Solution Manager
Internet & Mailing Services	MS Outlook, IBM Lotus Notes, Mail Server, Outlook Express, Red box
Network	CISCO
ERP	ECC 6.0, ECC 5.0, SAP 4.7 and 4.6C
SAP Modules	SAP HCM, Success Factors, Multi Resource Scheduling ,ABAP, PS, FI/CO,PI
Operating Systems	Windows 2003 Server, Windows NT 4.0 Server, Windows NT 4.0 Workstation, UNIX 5.0.4, Linux
Programming Language	ABAP, SQL

PROFESSIONAL EXPERIENCE

CLIENT: British Petroleum

LOCATION: Houston TX

DURATION: May 17 to Till Date

ROLE: SR. PROJECT MANAGER

PROJECT OBJECTIVES:

Handle a multimillion project aimed to migrate the client Reporting data from On- Premise to Cloud Amazon Web services using Informatica ETL tool

- **Extract, Transform and Load** the reporting data using Informatica stored procedures, complex, logical mapping, varied granularity from source data base structures to source structures
- Handle complex report creation out of **Enterprise Data Warehouse** using SAP Business Objects
- Introduce Data Visualization tools like Microsoft **Power BI** and **Tableau** to internal and external teams.

RESPONSIBILITIES:

- Understand Client requirements, conduct day to day meetings, mobilizing the resources
- Prepare detailed project plan with the Work break structures, time lines, track the progress of the project.
- Monitor and regular follow-up on development tasks and activities, with the team
- Lead the stake holder meetings with client counter -part and Business Analysts and Data Analysts
- Create Daily, weekly, Monthly Reports, on the progress of the projects and walk the client managers, through the progress.
- Creating dashboards, graphs and charts with the project status and progress.
- Executing the project plan as per Project Management guide lines, with in the specified time lines
- Monitor and track the progress on Functional Unit testing, Integration Testing ,User Acceptance Testing and System testing
- Track POC (proof of concepts) and Pilot projects
- Handled multimillion projects cost estimates & Cost reduction strategy, Resource planning for multiple tracks
- Interact with BA/Das to understand the business requirements
- Cost mitigation/reduction strategy
- Understand existing client technology, architecture and data sources
- Worked closely with Developers, Application managers, Architects
- Worked in cutting edge technology and agile environment, addressing fast paced business requirement
- BDD extensions review and RICEFW creation in TFS **Team Foundation System**

Environment: Informatica ETL, Informatica PowerCenter 10.1.1, Amazon Web Services Cloud, SAP BO, Microsoft TFS, MS-Office, MS-Project 2010, SharePoint, SAP Web Intelligence, SQL, Sybase Database, Data Lake, Hive, Impala.

CLIENT: MEDTRONIC HEALTHCARE

LOCATION: NORTH HAVEN CT

DURATION: MARCH 16 to APRIL 17

ROLE: SR. PROJECT MANAGER

PROJECT OBJECTIVES:

- Objective was to migrate the Analytics data from the legacy system to BO HANA
- Replicate, Merge, compile reports and create in the SAP Webi environment
- Streamline analytics, Reports and recreate global reports in the new environment

RESPONSIBILITIES:

- Lead internal and external technical consultants on data **conversion, system interfaces, data cleansing, data archiving, environment builds** for global single instance
- Lead the **technical planning, designing, coding and testing of reporting tool**.
- Provide leadership and technical guidance to all levels of personnel regarding programming/system related issues for the new **ERP** reporting environment.
- Provide guidance on change control and security set-up for a validated software system.
- Liaison closely application support groups to ensure a global plan is in place for post go-live support.
- Creation of weekly project status reports and attending the weekly status calls with the customer.
- Reporting Weekly/Monthly Status of the projects, by creating the Weekly Status Reports, Monthly Financials, etc.
- Responsible for creating the **project estimates, resource plans and managing scope, planning, tracking, change control**, etc., aspects of the projects.
- Responsible for effective communication between the project team and the customer. Provide day to day direction to the project team and regular project status to the customer.
- Interact with external interface teams, clients and other business analysts.
- Maintain and Manage **Project Issues, Risks and Change controls**.
- Conducting daily scrum, sprint retrospectives, constant update of project dashboards and communication of project and team status to stakeholders and help agile teams come up with high level stories and epics estimation.
- Facilitate Scrum ceremonies and help the team in removing day-to-day task impediments.
- Work with Product Owner managing and prioritizing the product backlog, coaching/mentoring team for sprint **planning/backlog grooming; organize and facilitate sprint retrospective, sprint planning and release planning sessions, attending Product backlog meetings** with the product owner.
- Coached scrum team members to break down user stories to daily tasks effectively and efficiently.
- Conducting Scrum ceremonies in a geographically distributed environment.
- Consistently recognize by the management team for meeting goals, effective communication using excellent information radiators and improving customer satisfaction by **Product backlog grooming, retrospective & sprint planning, writing epic and user stories**
- Monitor the progress of release and its deliverable and work with engineering teams, keep leadership apprised of Sprint and Release progress.
- Project status by generating weekly status reports, and variety of reports and dashboards to the management team and the customer.

ENVIRONMENT: HPQC, MS-Office, MS-Project 2010, Visio, SharePoint, SAP HANA, SAP BO, SAP Web Intelligence, SAP Crystal Reports, SQL Database, **Agile Scrum Methodology**

CLIENT: ACTELION PHARMACEUTICAL

LOCATION: SAN FRANCISCO CA

DURATION: JANUARY'20 15 TO FEBRUARY 2016

ROLE: SR. PROJECT MANAGER

PROJECT OBJECTIVES:

- To increase service revenue, make it easier the customers to do business with them and create a common look and feel for **Clinical Education throughout the care cycle.**
- Connect 50 Trading Partners for O2C Processes with **IBM Sterling B2B Integrator, SFG, and Map Editor on EDI 810,811,850,855, 856,860,865.**

RESPONSIBILITIES:

- Assisted Project Owner for **Vision Document.**
- Created **Lean Product Charter and Project Plan involving scope, time, cost, quality, Resources, risk management Plan, procurement, communications and Stakeholder management.**
- Extensively involved in communications with all stakeholders, managing the complete project end to end as an **Agile Project Manager and Scrum Master.**
- Supported **Business Analyst** for requirements gathering and developing user stories and prioritizing with Product owner.
- Held **Daily standup meeting** with project team members inviting relevant stakeholders, **project backlog planning meetings, story points allocation, sprint planning meeting, sprint review meetings, retrospective meetings** and Monitored continuously and generated reports with release burn down charts, Earned Value of project and issues to be resolved by Business.
- Continuously worked on clearing impediments maintaining continuous engagement and communication with stakeholders and Scrum team.
- **Trained team members** with project knowledge and business processes
- Refined User Stories for **O2C scenarios** and obtained approvals from business.
- **EDI facilitation O2C Processes with trading partners (Inquiry, Quotation, Sales Order, ATP, Delivery, Shipment,)** and Vender Order triggers for facilitating EDI with designated trading partners. Involved in Reporting on customer and marketing data from various Data Warehouse and other some independent Data Marts (Oracle BD, MS SQL Servers) using IBM Cognos and Tableau.
- Managed Data Mapping and File transfers to trading partners with **IBM Sterling B2B Integrator, SFG, and Map Editor on EDI 810,811,850,855,860,865** with external venders for electronic data interchange for integration with internal SAP systems with SD, MM, FICO.

ENVIRONMENT: ERP (SAP), UML, Oracle, PL/SQL, Visio2003, Visual Basic, MS Office Suite, SM-7, HP ALM, QTP, WindowsNT. IBM Sterling B2B Integrator, SharePoint 2013, Agile Project Manager and Scrum Master

CLIENT: GM

Location: DETROIT MI

DURATION: MAY '2013- DECEMBER'20 14

ROLE: SR. PROJECT MANAGER AND AGILE COACH

PROJECT OBJECTIVES:

- Implementation of Sap Logistics and Warehouse Management and Integrating processes for EDI with trading partners.

RESPONSIBILITIES

- **Modeled As-Is processes, defined To-Be and conducted Gap analysis** for all processes in the organization. Defined short, medium and long-term business strategy and roadmap.

- Facilitated meetings and workshops to get agreement on scope, timing and resource allocation for the implementation of the various **O2C and logistics scenarios** and projects.
- Carved roadmaps to implement processes in **Logistics Execution and Warehouse Management**.
- **Product Charter and Project Plan** involving scope, time, cost, quality, Resources, procurement, communications and Stakeholder management.
- Supported **Business Analyst** for requirements gathering and developing user stories and prioritizing with Product owner.
- Prepared and maintained a **Risk Management Plan** and register.
- Held **Daily standup meeting** with project team members inviting relevant stakeholders, **project backlog planning meetings, story points allocation, sprint planning meeting, sprint review meetings, retrospective meetings** and Monitored continuously and generated reports with release burn down charts, Earned Value of project and issues to be resolved by Business.
- Actively involved with other Business Analysts in making the Functional Requirements Document (**FRD**).
- Coordination and integration with SAP MM, FICO, PM, PS Closely worked with SAP teams for configuration

ENVIRONMENT: ERP(SAP), MySQL, Java/J2EE, Active Directory, Rational Rose, SDLC, UAT, UML, MS Office, MS projects, MS Visio. **Agile, Waterfall Methodology**

CLIENT: PRIME HEALTH CARE

LOCATION: ONTARIO, CA

DURATION: SEPTEMBER'2011-FEBRUARY'2013

AGILE PROJECT MANAGER

PROJECT OBJECTIVES: Client is multispecialty hospital having chain of hospitals across multiple states in USA. The objective of this project is to build a single Clinical Registry solution across various practices like GYN ONC, Neurology and Orthopedics etc.

RESPONSIBILITIES

- Facilitate all scrum ceremonies (grooming, sprint planning, retrospectives, daily stand-ups, etc.)
- Communicate with other management professionals, engineers, product owners and support specialists on business process improvement
- Enact change and continuous improvement increasing the productivity of Scrum teams and the quality of deliverables
- Instructed and modeled core Agile principles of collaboration, prioritization, team accountability and visibility
- Ensured consistent application of scrum methodologies across the scrum teams
- Track and communicate team velocity, burn down chart and sprint/release progress
- Empowered teams to self-organize and improve their functional knowledge
- Protect teams from over-commitment, manage backlog, prioritize resolution of defects/bugs as evidenced by the on-time delivery of 23 major data elements for the registry
- Educated teams to create clear and concise epics/stories
- Work with business users to understand requirements for business system analysis, forecasting and planning.
- Created and maintained communication plan and **RACI matrix** for smooth and effective execution of project
- Managed coordination between client and development team.

ENVIRONMENT: Windows, **FHIR Data Model**, Data Stage, **HBASE**, Java, Share Point 2010, **Microsoft Project 2010**, TFS, Power Designer. **Agile** and **SCRUM Methodology**

CLIENT: CIGNA (Healthcare)

Location: Bloomfield, CT

DURATION: AUGUST'2009- AUGUST'2011

ROLE: PROJECT MANAGER

PROJECT OBJECTIVES: Developed in-house application, which is used to pull patient data from client databases and send it to HIE. The objective of this project was to implement Scout at 50+ client locations and integrate their data with HIE.

RESPONSIBILITIES

- Managed onsite and offshore teams comprise of developers and testers in a highly virtual matrix environment.
- Successfully managed the **HIE** integration of 55 hospital sites.
- Conducted kick-off meetings with hospitals to define project scope, objectives, resources and deliverables.
- Planed and scheduled project timelines and milestones for simultaneous implementation at different hospital sites.
- Formulated risk management plan and maintained regular follow-up with clients and development teams for risk mitigation.
- Conducted daily calls with team members for issue resolution.
- Identified out of scope opportunities and address via out of scope process agreement.
- Coordinated with teams to ensure quality and **PHI** related processes are followed.
- Spear headed scoping and resource planning for multiple simultaneous implementations.
- Created executive status report and presented to steering committee.
- Conducted weekly status meeting, ensured project is on budget and schedule using variance analysis.
- Handled project staffing and coordinated project activities between various project teams.
- Developed and prioritized key deliverables like the Project Management Plan, Schedule Baseline, Scope Baseline, **WBS** and **WBS** dictionary.
- Coordinated with project stakeholders and globally distributed teams to meet the project specifications.
- Was actively involved in Team building activities, which motivated the team to complete the project within time and budget; also did issue resolution, negotiation and requirement analysis.

ENVIRONMENT: Windows, **HL7 Messaging**, **SQL 2008**, .Net, Share Point 2010, **Microsoft Project 2010**, TFS, **Agile Methodology**

CLIENT: Hartford Steam Boiler/Ebix (Insurance)

Location: Wayne, PA

DURATION: OCTOBER'2007- JUNE 2009

ROLE: SR IT PROJECT MANAGER/ PROGRAM MANAGER CONSULTANT

PROJECT OBJECTIVE: Led Data & Analytics, Data Governance and Master Data program with budget of \$20M under Transformation Program Office, utilizing MS Project 2010, PeopleSoft, Cognos reporting, Visio, excel and Power point.

RESPONSIBILITIES:

- Heavily involved in **PMO** for process development, templates, processes, business strategies & objectives. Built and organized program SharePoint site.

- Responsible for effectively initiating, planning, scheduling, estimating, forecasting, coordinating, controlling, managing and delivering all activities for projects and related release initiatives.
- Executed Strategy planning program to assess current state, build future state, gap analysis, program roadmap with multiple technical projects aligned to business goals & budget planning.
- Established SharePoint project repositories, project scope statement, roles & responsibilities, work breakdown structure, communications plan, risk management plan & project approvals.
- Independently manage the full project life cycle, from initiation through implementation; including (but not limited to) requirements gathering and prioritization, defining scope and schedule, obtaining approvals.
- Planned estimated \$20M program, 8 core team resources with increasing resources as technical execution started, working globally (UK, Germany, Canada) with multiple **LOB's**.
- Worked with Business partners, Stakeholder status reporting, managing scope, schedule & budget

ENVIRONMENT: Windows, **HL7 Messaging**, **SQL 2008**, .Net, Oracle, JavaScript, **Share Point 2010**, **Microsoft Project 2010 SCRUM and Agile Methodology**

CLIENT: Travelers (Business Insurance)

Location: Radnor, PA

DURATION: JUNE'2006- SEPTEMBER'2007

ROLE: SR. IT PROJECT MANAGER CONSULTANT

PROJECT OBJECTIVE: Led & executed a very large Enterprise Strategic Initiatives (Operations Data Strategy) Data Warehouse & Business Intelligence program in highly matrix organization utilizing MS Project 2010, IBM TM1 budget tool, Visio, excel and Power point, utilizing Waterfall and Agile.

RESPONSIBILITIES:

- Responsible and accountable for effectively initiating, planning, scheduling, estimating, forecasting, coordinating, controlling, managing and delivering all activities for projects and related release initiatives.
- Build credibility, establish rapport, and maintain communication with stakeholders at multiple levels, including those external to the organization. Work with cross-functional business teams.
- Utilized **Waterfall** and **Agile Scrum Methodology** to help manage and organize the project and team.
- Built project team, acquire resources, project plan, estimate cost & control, prioritizing, risks and issues management. Developed and refined project estimates through **Solution Design** and manage the **Project Management Triangle** (time, cost, scope) through Implementation with multiple releases & bug fixing.
- Responsible for program management activities within the Enterprise Portfolio governance.
- Executed and maintained program management processes and disciplines in the areas of: program schedule and quality management; communications management; human resource management; cost management; procurement management; risk/ issue management; change management.
- Coach and Mentor staff in methodology and consulting excellence and encouraged best practice in project management and project planning.
- Managed \$2.5M program, 20 resources (onshore and offshore), multiple LOB's.

ENVIRONMENT: PPM Tools (Clarity, MS Project server, MS Project, PeopleSoft), Visio, Power point, Excel, Word, SharePoint, OneNote **SCRUM and Agile Methodology**

CLIENT: Mylan Pharma

Location: Canonsburg, PA

DURATION: MARCH '2004 - MAY '2006

ROLE: BUSINESS ANALYST, SAMPLE MANAGEMENT

PROJECT OBJECTIVE: The project involved various aspects for developing and updating Pharmaceutical samples management system. As a business analyst, I was responsible for gathering adequate requirements for the company to implement the system from various stakeholders. This helped the company to lower their cost on managing pharmaceutical samples.

RESPONSIBILITIES:

- Worked closely with the Pharmaceutical sales team to gather requirements and understanding the process of allocation planning and management.
- Documented BRD supporting documents containing the essential business elements, detailed definitions, and descriptions of the relationships between the actors to analyze and document business data requirements.
- Acted as a scrum master and helped product owner prioritize the product backlog and helped team to deliver the product on time.
- Organized daily defect **SCRUM** meeting in order to identify the defects encountered in the current release and worked with the development team for resolution.
- Analyzed system requirements to Use Cases, Use Case Scenarios and Business rules.
- Extensively involved in coming up with test specifications for the application.
- Generated weekly status reports and **Adhoc reports** to monitor the progress and identify critical points.
- Analyzed and optimized the existing business processes using the conceptual modeling methods and documented the business process through **DFD** (Data Flow Diagram) narratives.
- Worked closely with **ETL** and **BI** teams during project implementation and actively suggest ways and means to share and optimize work.
- Designed and developed **Use Cases, Activity Diagrams, Sequence Diagrams, and OOD**
- Worked with Quality Control Teams to develop **Test Plan and Test Cases**.
- Interaction with the developers to report and correct bugs.
- Worked with SQL queries for data manipulations.
- Participated in the development and creation of the data warehouse.

ENVIRONMENT: Oracle, PL-SQL, IBM Cognos, Framework Manager, IBM Cognos, Business Intelligence Suite 10.2, Jira, Rally, IBM BPM, SQL Developer, MS Project, IBM Infosphere, Optim, Excel, Word, Outlook, Visio, XML, AS400, Windows 8/XP, Mainframe, IBM Data manager, ERWin.

SCRUM and Agile Methodology

Zimmer Holdings Inc

SAP HCM Consultant

Warsaw, USA

DURATION: JANUARY '2003 - FEBRUARY '2004

- Blue Printing, Design, Configuration, Testing and training of the Time Management process of a full life cycle SAP HR implementation
- Worked on the union environment with complex rules and Special payments and FLSA rules
- Worked on the Interfaces from third party systems like Bann to SAP for getting information Service order numbers and interface to ADP from SAP for Payroll

- Configured various rule for Vacation quotas, Sick leave etc and also worked on the rules for prorating quota generation for the new hires
- Worked on CATS with various user exits for checking the number of worked hours from the cats for entering the absences, Worked with work orders and WBS elements
- Worked on enhancement with the cats for checking the Attendance and absence for minimum incremental check like 2 hours,4 hours and 8 hours and also restricting the employees not to use the couple of Absence and Attendance codes in the Cats time sheets
- Worked on the special process call ETO which is specific to the client for checking the employee clock in and Clock outs
- Worked on Enhancement for sending email notifications for couple absences if crosses the limit like funeral leave should not be taken more than 16 days a year.

L3 Wescam

SAP HCM Consultant

Hanover, NH

DURATION: JULY '2001- DECEMBER '2002

- Worked as a integration lead with the various other teams in communicating and helping the client to design the system
- Worked on various enhancements like enabling the attachment functionality on the cats time sheets and adding the user defined fields etc
- Worked on the complex payroll interfaces to third party payroll like Ceridian, Blinc etc
- Worked on the complex integration aspects of cats time sheets with the PS, cProjects and xRPM
- Conducted the design workshops and the requirement gathering sessions with various client personals
- Efficiently worked on the HR mini master concepts
- Worked on IDOCs and interfaces to bring the data from HRe system to the SAP FT system to bring the master data and the absence data
- Worked on the complex architecture environment and with the various integration issues
- Worked on the federated portal strategy to enable the user to enter the time on the time sheet
- Worked with Technical folks assisting them in writing the technical design specifications

Cameron

Functional Consultant

Houston, TX

DURATION: MARCH '2000 - MAY '2001

- Worked on the Configuration of ESS/MSS from the Time management Perspective
- Responsible for understanding the functional specifications and do the knowledge transfer session.
- Responsible for reviewing the developer Technical Design Document to ensure all requirements have been met
- Worked as a liaison between the client and the Technical team
- Worked on the Adhoc queries and custom reports to satisfy the client needs
- Creating the Approval View for MSS and configured the links on the portal
- Gave leadership and design direction for time interfaces, time quota configuration, time reporting and project milestones to project management
- Worked on the data conversion from various legacy systems to SAP by using LSMW and by using the program HRBP/ZRDTT00
- Worked on Creation of Variants for various reports by using table TVARVC