**JOB DUTIES AND RESPONSIBILITIES**

As a Project Delivery Specialist, Mr. Kawley’s duties and responsibilities include, but are not limited to:

* Facilitate requirements sessions with various business/IT stakeholders to define scope and objective to meet client needs **(20%)**
* Provides both high and detail level effort estimates to the client for the identified scope**.** **(10%)**
* Develop both functional and technical flow/design of new functionalities using RUNREG and VISIO tool by identifying and tracking application changes. **(20%)**
* Participate in all stages of software development including creating coding strategies, conducting unit testing, code review and tracking key performance indicators using OMEGAMON and MAINVIEW tools. **(20%)**
* Identify areas of system improvements and propose solutions to client and IT stakeholders. **(10%)**
* Work with a team to help execute test cases in order to evaluate system performances, test scripts, and web application functioning and provide support to SIT and UAT teams **(15%)**
* Maintain document deliverables such as Design Docs, BRDs, Code, and Deployment Plans in JIRA. **(5%)**

The Project Delivery Specialist must have at least a Bachelor’s degree or its equivalent in a related field. The level of education is necessary to enable Project Delivery Specialist to perform the tasks that are required in order to effectively perform the job duties required for the position. A person who has not received this level of formal education and experience would be unable to perform the job duties for the position of Project Delivery Specialist.

**ELABORATE ON JOB DUTIES**

* **Facilitate requirements sessions with various business/IT stakeholders to define scope and objective to meet client needs.**
* The beneficiary facilitates and participates in requirement elicitation sessions with various business stakeholders where the requirements required to support the enhancement of client’s core enrollment and billing platform are discussed and finalized.
* He analyzes the business requirements, resolves the ambiguities around them and then creates the technical requirements/responses.
* Beneficiary’s invaluable knowledge of both mainframe technologies and US Healthcare industry immensely helps in driving the requirement and design sessions with business and technical stakeholders.

* **Provides both high and detail level effort estimates to the client for the identified scope.**
* The beneficiary uses PEPS a client proprietary tool to provide both high and detailed level effort estimates back to the client which helps in budget, forecasting and taking key financial decisions.
* **Develop both functional and technical flow/design of new functionalities using RUNREG and VISIO tool by identifying and tracking application changes.**
* Once the technical requirements are established, the Beneficiary prepares the process flows and technical designs using RUNREG, VISIO and other MS tools.
* Using his knowledge on the design patterns, he comes up with the optimized design recommendations and works with Client’s technical counterparts to validate and finalize the design.
* He provides the design walkthrough to his business and SIT/UAT counterparts.

* **Participate in all stages of software development including creating coding strategies, conducting unit testing, code review and tracking key performance indicators using OMEGAMON and MAINVIEW tools.**
* Post design walkthrough and approval, the beneficiary makes the necessary code changes using technologies like COBOL, JCL, DB2, IMS-DB, ENDEVOR, SYNCSORT, ICETOOL, VSAM, CA-7 as applicable.
* He completes the code review and unit testing before deploying the code to next environment for system integration and user acceptance testing.
* Participate with Release leads to work towards planning and providing necessary technical implementation support for Release deployment;
* Coordinate with Batch team to configure batch environments for application deployment and provide validation plan for post deployment;
* He also tracks the performance of the system using tools like OMEGAMON and MAINVIEW
* **Identify areas of system improvements and propose solutions to client and IT stakeholders.**
* The beneficiary assist with providing an optimized solution so that the client’s efforts and money can be saved.
* Using his mainframe capabilities, he identifies the areas in client’s core enrollment and billing platform that needs modernization or remediation.
* He also identifies the manual processes that can potentially be automated in client system and provides those recommendations to the client.
* He uses tools like REXX, CLIST, SYNSORT for automation.
* **Work with a team to help execute test cases in order to evaluate system performances, test scripts, and web application functioning and provide support to SIT and UAT teams**.
* Resolve incidents/problems reported and perform Root Cause Analysis (RCA) for issues;
* Review test results and diagnose/fix defects within accredited testing strategies and guidelines along with quality standards to ensure the application performs as per the specification;

* **Maintain document deliverables such as Design Docs, BRDs, Code, and Deployment Plans in JIRA.**
* The beneficiary maintains all the deliverables like FDD (Functional Design Document, TDD (Technical Design Document), deployment plan regarding the project at client’s SharePoint location and JIRA.
* He keeps the documentation updated with the ongoing changes.
* He builds various knowledge and application information documentation for training and transition purposes.