Hanifa S
Senior Project Manager - A-Line Staffing

MI - Email me on Indeed:

• IT Professional with over twelve (14) years of Program/Project Management expertise
• Twenty (20) years in IT services supporting various industries (Utilities, Banking, HealthCare, Government, and Automotive)
• Twenty (20) years of established technical implementation experience
• Budgetary responsibilities of $12M for IT services and system implementations
• Solid experience in defining project scope, developing project plans and schedules, managing and tracking change requests, WBS, issue resolution, problem identification and monitoring multiple implementation teams and projects
• Proved leadership experience in building and maintaining team motivation and morale
• Frequent Interface with senior management and stakeholders for defining budget, scope, resource planning and status reporting

Project Management
ITIL v3 Certification
PMO Project Review
Cost Management
Implementation
MS Project
Process Reengineering
Quality Management
MS Office

Clarity Reporting
Budget Development
Scheduling
Performance Tracking
MS SharePoint
Process Requirements
Integration Management
Score Card Reporting
MS Excel VBA

Lean Six Sigma
System Deployment
Risk Management
MS SQL Server
Data Modeling
Scope Management
Requirements Gathering
Resource Management

WORK EXPERIENCE

Project Manager

COMPUTER SCIENCES CORPORATION   -   Michigan   -   April 2016 to Present

APR 92- JUL 94
Data Modeler

• Utilized MS Project, MS Word, MS Excel, PowerPoint, IEF
• Conducted training classes on the IEF case tool, the application of the Information Engineering Methodology
(IEM) for data and process requirement to the programming staff
• Constructed logical data and physical data models for IRS training department.
• Constructed process models for process improvement efforts to deliver end-user training more effectively.

Senior Project Manager
A-Line Staffing   -   December 2014 to Present

• Project Manager - Process Improvement\Re-engineering Project:
• Improve internal customer experience, gain efficiencies by creating a standard intake form and process with
a single source of entry for all Medicare member communications requests.
• Produce an operational unified development review and approval process that will result in faster document
approvals, reduce duplication of work, improve quality and accuracy of the document content, capture errors
sooner before print and fulfillment, improve the customer experience for internal stakeholders.
• Identify elements and create a cadence for monitoring departmental performance with regard to quality,
budgetary and financial reporting.
• Project Manager\Delivery Lead - BCBSM Center of Excellence (COE) & HCV Roadmap Execution
• Project to consolidated data from various outside sources into a single repository for enterprise reference.
Data is input into the repository for monthly claims, based provider attribution and member identified providers.
• Manage project schedule (via MS Project) and task details following the waterfall methodology
• Document project requirements to meet the needs of the end user
• Usage of project management tools such as reports, tracking charts, checklists, and to delegate appropriately
• Manage change and take active leadership in timely decision making
• Manage issues proactively, resolve conflicts, and escalate if necessary.
• Coordinate various technical teams and ensure timely execution of the various tasks
• Exhibit strong organizational, analytical, multi-tasking and prioritization skills with ability to execute
• Adheres to the organization's change management process
• Manage project schedule (via MS Project Server) and task details
• Utilized MS Project, Word, Excel, PowerPoint, Visio and SharePoint

Project Manager
Henry Ford Health Systems   -   June 2013 to December 2014

• Manage project schedule (via MS Project Server) and task details
• MS Project Server project to migrate 2007 project plans to 2010 MS Project Server
• Document project requirements to meet the needs of the end user
• Usage of project management tools such as reports, tracking charts, checklists, and to delegate appropriately
• Manage change and take active leadership in timely decision making
• Manage issues proactively, resolve conflicts, admit to having problems and seek coaching openly, escalate
if necessary, and generally champion the people and the project on various levels within the organization
• Coordinate various technical teams and ensure timely execution of the various tasks
• Prepare budgets, project plans, schedules, status reports, risks, Rough Order of Magnitude (ROMs) and
waterfall methodology other PMO project management requirements
• Work closely with the Application Development teams and the Project Management Office to deliver new
projects, and to support existing systems
• Coordinate the activities of the Infrastructure team

- Exhibit strong organizational, analytical, multi-tasking and prioritization skills with ability to execute
- Adheres to the organization's change management process
- Manage vendor and internal customer relationship management
- Coordinate/support project go-lives and implementation tasks
- Epic Ambulatory - Infrastructure implementation

Program Manager
EPITEC - May 2010 to June 2013

- Managed multiple projects concurrently and oversaw multiple deployment teams
- Supervised the design, build and implementation for network infrastructure, specifically network (Routers, switches and cabling) and server installation
- Planned, implemented and monitored the deployment activities for installing IT application systems
- Supervised the deployment activities for the installation of LAN\WAN upgrades for wireless access points, routers, switches, fiber and CAT5
- Defined project scope, budget and timeline and managed resources
- Bid Specifications, issued RFQ's and selected vendors
- Supervised third party vendors for network installation and application software implementation
- Responsible for project monitoring and control, project performance, status reviews with stakeholders and scorecard reporting
- Utilized MS Project, Word, Excel, PowerPoint, SharePoint and Clarity

Project Manager
SYNOVA CORPORATION - March 2005 to May 2010

- Responsible for the planning and deployment activities for installing manufacturing IT systems
- Performed deployment activities such as network infrastructure, LAN\WAN, wireless access points, routers, switches, cabling, network certification, servers and applications
- Participated in the initial program concept planning with project stakeholders
- Developed detailed plans and schedules, including goals, risks, and resource allocation
- Worked with Process and Product Teams to define program IT requirements
- Created initial and final program budgets to management
- Provided regular IT project status review meetings
- Utilized tools such as MS Project, Word, Excel, PowerPoint and Lotus Notes

GM
COMPUWARE CORPORATION - September 1998 to March 2005

Project Manager

- Responsible for the deployment of manufacturing applications and network infrastructure
- Created comprehensive project deployment plans and project schedules
- Facilitated regular project status meetings
- Responsible for monthly scorecard reporting to stakeholders
- Utilized tools such as MS Project, Excel, Word, PowerPoint, SDP 21, CMMI, Lotus Notes

Sr. Software Engineer
EDS - July 1994 to September 1998

- Led business analysis for gathering data and process requirements
- Gather user data requirement for building enterprise data models
- Constructed business process models for process re-engineering and process improvement projects

EDUCATION

Business Management

University of Phoenix   -   Southfield, MI

Baker University
2009

certification in Project Management Methodology and PMP

New Horizons Computer Learning Center