# Scot J. Witt

* Project, Content, Knowledge and Portal Management
* Agile PM, BA and Traditional Methods
* SCRUM, Kan-Ban, XP
* Expert Communication Skills

## Work Summary

**Senior Business Analyst**, *Allstate Insurance Compan*y

Northbrook, IL

November 2012- Current

* Research, Create and Publish requirements documentation for major SharePoint upgrade
* Managed UAT – Created Test Cases and Test Scripts, Logged/Reproduced/Tracked issues and was primary contact for site owners
* Gather, Write and Publish Use Cases for Enterprise Knowledge Management Team- wide variety of projects
* Manage medium- small projects
* Research and Create Governance documentation for a variety of collaboration tools.
* Research and Create requirements for expanding employee recognition program to mobile platforms
* Manage small to medium projects for the business as related to collaboration tools and services
* Create Enterprise level governance, design and content wiki pages, documents
* Design processes and procedures internal to teams
* Researched, managed SharePoint 2007-2010 upgrade User Acceptance Test
* Coordinated resulting Issues backlog

**Agile Project Manager/Business Analyst,** *Pathfinder Software*

Chicago, IL

October 2011- November 2012

* Senior Business Analyst at Jones Lang LaSalle:
  + Create, Coach and Assist Project Manager for New and Remote Agile Development Team.
  + Created, Negotiated and Managed Sprint Lists, Backlog, Issues, User Stories, Wire Frames, Specifications to the controls level, Wiki Pages, Burn Down Chart and other artifacts.
  + Design, Specify and Test Global Framework that combines SharePoint instances, .Net and Java Applications to provide consistent look and fee.
* Agile Project Manager for a medical manufacturing client; Managed six member team Creating and Demonstrating a Radiological Software Proof of Concept to create and edit radiological protocols.
* Agile Project Manager and Primary Author of Android Security for white paper.
* Business Analyst for a major software revision for hospital based blood testing hardware. Adapted Agile methods to client and FDA requirements
* Promoted from Senior Agile Business Analyst

**Senior Business Analyst,** *General Electric-Americas*

Hoffman Estates, IL

July 2011- October 2011

* Gather Requirements.
* Design (storyboard and wireframe in VISIO, SnagIt and Balsamiq.
* Prototype, Model Company’s 80,000 Manufacturer-Distributor Commercial Finance Floor Plan tool.
* Responsible for security, administration, log in and profile modules in addition to providing audit trail tools and FDIC and SOX compliance.
* Create UML Use Cases in Rational Tool.

**Senior Business Analyst**, *Motorola Solutions*, Schaumburg, IL

April 2011

* Gather requirements.
* Assist Project Manager.
* Design and Manage UAT, Implementation Plans and Change Management for major sales portal involving specialized functions and social media integration. Design and integrate functionality for new Knowledge Management portal.

**Senior Business Analyst,** *Sears Holdings Corporation,* Hoffman Estates, IL

March 2011

* Gather and begin designing high level requirements As-Is and To-Be processes to allow upper management to price a major Reporting Project providing information between Inventory, Store and dot com areas.
* Gathered As-Is and created To-Be documentation, for commissioned sales associates reporting in virtual real time.
* Provided communication link between Sears-India's development team and U.S.-based management teams.

**Architect/Sr. Business Analyst**, *Allstate Insurance*, Northbrook, IL

May 2010 -March 2011

* Gather, Cost, Provide Gaps Analysis for a variety of Enterprise Knowledge Management (KM), Content Management (CMS), Enterprise Search Enhancement and KM/CMS Governance Projects.
* Create KM and CMS Communities of Learning using Blogs, starting a Knowledge Management Council and preparing Enterprise KM Planning and Oversight Group.
* Published KM Monetized white papers, created and managed new Knowledge Sharing Intranet website for use by Knowledge Practitioners, storyboarding and wire framing.
* Install, Test and Evaluate Google Search Appliance against existing Autonomy Tools.
* Created Content Item, Search Optimization, automatic Tagging and KM Oversight processes.
* Create high level and Database Modeling and Mapping in VISIO UML Activity and Schema diagrams

**Business Analyst/Technical Writer,** *Dunham Hill*, Naperville, IL

January 2010- May 2010

* Create company's first set of process documents for exploiting social networking and measuring successes.
* Created Linked-In profiles for four companies- raising visibility, generating sales.
* Storyboarding and creating wireframes for company portal.

**Senior Business Analyst**, *Sears Holdings Corporation,* Hoffman Estates, IL

November 2009 January 2010

* Gathered and created As-Is and To-Be process documentation for Store-level Key Performance Indicator Report.
* Designed both phases of project in under three weeks, including hi-res wireframes, activity diagrams and use cases.

**Business Analyst, Network Administrator**, *Various Projects*, Suburban Chicago, IL

October 2008- November 2010

* Variety of short jobs while searching for more permanent role.
* Created interactive web site for scientific consultancy.
* Revised local community theater website to allow for immediate electronic picture display, ticket sales, voting and 'bulletin board.'
* Installed and configured small server based wireless system in local office.

**Senior Business Analyst,** *Sears Holdings*, Hoffman Estates, IL

August 2008- October 2008

* Lead Joint Application Design sessions (JAD) for gathering As-Is and To-Be documentation of Marketing processes.
* Designed and created wire frames and process storyboards for application roles-based and user-based security for ease of use while maintaining secure application.
* Designed and created wire frames and test spreadsheets for third party vendor portal use in uploading prices for soft drinks, plants and other locally sourced items.

**Senior Business Analyst,** Pathfinder *Associates*, Chicago, IL

November 2006- July 2008

* Designed and created business analysis area of consultancy as company moved from Iterative to Agile methods and governance by creating peer review, peer teaching opportunities and internal newsletter.
* BA assigned to help create Project Management Office (PMO) and Human Resources recruiting move from newspaper to web.
* BuzzBack Surveys: Sr. BA (Senior Business Analyst) and Asst. Project Manager for two million dollar revision of client's on-line survey business.
* Sr. BA in plantcollections.com project allowing a worldwide consortium of arboretum and gardens to provide information to a wide range of end users. Wireframes and Storyboarding.

**Senior Business Analyst**, *Geneca*, Oakbrook Terrace, IL

February 2005- October 2006

* At FTD- saved multi-million dollars project by figuring out how to create requirements from a 1970s era COBOL Point of sale application.
* At Aspen Marketing- Sr. BA for what was supposed to be a data warehouse and turned into an end to end marketing solution. Used UML Activity Diagramming.

**Sr. Technical Writer/Information Architect,** *Allstate Insurance (COMSYS)*, Northbrook, IL

June 2003- January 2005

* Content Management Serviced Governance of Agent-facing information portal.
* BA work concerning creating process and governance documents,
* Wrote Stylebook for entire project.

**Sr. Technical Writer/Project Manager,** *BOC Gases (Reed & Associates)*, Lisle, IL

July 2002-June 2003

* Project manager for a variety of national and international Knowledge Management Projects:
* Medical Gases (FDA, HealthCanada regulations).
* ASU (Air Separation Units).
* Hydrogen Plant
* CO2 Plants.
* Researched and created emergency plans for Texas Hurricanes.
* Project Manager- International Special Gases (explosives.)

**Knowledge Manager, SWAN-USA**, Rolling Meadows, IL

April 2001-October 2001

* Researched, Designed and Developed a variety of Knowledge Management Tools.
* Helped create a ‘Learning Environment.’
* Created and consistently revised Company’s Intranet and international Internet sites.
* Researched, Created and Edited a variety of technical and software development manuals.

**Sr. Knowledge Management Engineer**, OCE-USA, Itasca, IL

August 1995- April 2001

* Design, program, pilot and implement wide variety of KM projects.
* Create ‘knowledgebase’ of solutions for software and hardware support teams.
* Tested, adjusted and enforced KM Tools Taxonomy.
* Promoted from Software Support Database Writer.

# Education/Certifications

2013 ITIL (2011) Foundations Certification

2010 SAP & SAP Reporting Training

2010 Project Manager, M/S Project Certification training

2003 Six Sigma Green Belt Certification, Six Sigma Black Belts, Chicago

1999 A+ Certification

1988 University of Nebraska, Lincoln, NE Bachelor of Journalism

# *Some* Tools & Technologies Used

**Environments**: .Net, .Net2, .Net3, J2EE, DOS 1-6.22, Windows 3-Win7, Linux

**Servers**: IIS, Apache, WinNT4-Win2013, SQL Server 5-2013, SharePoint, Verity Search-Autonomy, MySQL, Oracle.

**Tools:** SharePoint, SharePoint Site Admin Console, TeamSite, Office (from Word 2 through Office 13), Open Office, OfficeLibre, OpenOffice, VISIO and Rational tools, Balsalmiq, M/S Office, Project, VISIO, FrameMaker, RoboHelp, FireFox, Chrome, IE, Safari, FTP Clients, SnagIt, PhotoShop, PaintShop Pro, Flashbug, DOM Inspector, JIRA, Confluence, Pivotal Tracker, Campfire, littleWIKI, Selenium, Dream Weaver, FrontPage, Coffee Cup and many others.