**Halifax Regional Municipality – Project Manager Questionnaire**

The following questions are to help define your qualifications and background for the Project Manager role with HRM. Please complete the questionnaire below, providing as much detail as possible to fully describe your background and experience in the different areas. Format doesn’t matter – bullet points are fine. If you don’t have a particular skill, it is not an issue, just mark as N/A, as this is for our use only to write up the proposal.

**Questions**

List up to 3 relevant project examples where you were the project manager and accountable for the project team and the full project management lifecycle (i.e., initiate up to transition to operations). Include duration, team size, technology. Demonstrated PM experience with Arc-GIS Hub and/or climate change related projects considered an asset.

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| **Project 1** | **Your Response** |
| Client / Company Name | State Street / HCL Technologies |
| Project Name | Portfolio Business Services |
| Provide a description of the Project | Legacy to Modernization - upgrade the primary technology of PBS Application from AngularJS 1.5.x to Angular 10 in an Agile Delivery Model. |
| Type of Technology | Angular 10, Node.js, MySQL, Hexawise, Jira, Concourse |
| Team Size | 14 |
| Duration of the project | 12 months |
| Provide a brief description of your role on the project team | * As a Project manager, I completely owned all phases of the project from Initiation, Planning, Execution, Monitoring and Closure. * My responsibilities include RFP initiation, SoW creation, Deriving the Scope, schedule and budget for the project, developing the Project plan, assessing the risks, resourcing, executing the project in agile methodology, Release management, Tracking the schedule and actual budget, Creating the communication plan to the Stakeholder, iterative Delivery & Sign-off, Performance monitoring and tracking the SLA's/KPI's after release. |
| Describe any additional skills or expertise you provided to the project | * Introduced the Best in class Automation maturity by introducing Hexawise tool that helped achieve optimal test coverage **>80%** for Regression and End-to-End thereby eliminating the Production defect leakage. |
| **Project 2** | **Your Response** |
| Client / Company Name | State Street / HCL Technologies |
| Project Name | Insurance Guidewire – Auto Policy creation |
| Provide a description of the Project | Conversion of Managed capacity to Fixed bid project |
| Type of Technology | Java 11, Mongo DB, Rest services, Jira, Git, Jenkins |
| Team Size | 8 |
| Duration of the project | 10 months |
| Provide a brief description of your role on the project team | * Have been involved in all phases – Foundation phase, Implementation phase and Warranty phases of the project. Successfully implemented the SOW for the conversion of managed capacity to fixed bid thereby gaining the revenue of 6.7 million to HCL Technologies. * Defined project scope, goals and deliverables. Formulated strategy and direction. Developed and implemented Business process model and Risk management. Conceived the Project plan including resource plan, budget, Project execution approach, risk and mitigation plan including RACI metrics. Defined the goals, KPI’s and SLA’s. * Managed the scheduling of Project and application development releases. |
| Describe any additional skills or expertise you provided to the project | * Introduced Best practices in SDLC process – Establish Secure design requirements, implement standard code reviews, perform penetration testing, manage potential vulnerabilities, perform security audits and develop cadence framework for communication. * Conversion of Managed capacity to Fixed bid helped in Cost savings of **19%** and **27%** Run rate reduction. |
| **Project 3** | **Your Response** |
| Client / Company Name | Citi Bank / Tata Consultancy Services |
| Project Name | Depository and Security Services |
| Provide a description of the Project | Conversion of Ruby scripts to Tosca |
| Type of Technology | Tosca, Concourse, Jira, Hexawise, Git |
| Team Size | 8 |
| Duration of the project | 12 months |
| Provide a brief description of your role on the project team | * Establish Tosca/Tosca DI framework for UI, API, Forms, ETL and Rate validations. * Driven an 8-member team for the conversion of 3600 Ruby scripts to Tosca which resulted in >40% cycle time reduction. Identified reusable assets across Product lines. * Built analytics-based dashboards using New Relic for uptime management and automated failure analysis. |
| Describe any additional skills or expertise you provided to the project | * Successfully delivered the project with 8 junior resource team. Implemented Optimization & Risk-based testing approaches that helped in early defect containment. |

List up to 3 relevant project examples that demonstrate your experience as a Project Manager for a complex project. Include duration, team size, technology and nature of the solution/project. Demonstrated PM experience with Arc-GIS Hub and/or climate change related projects considered an asset.

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| **Project 1** | **Your Response** |
| Client / Company Name | AIG Insurance – Tata Consultancy Services |
| Project Name | OIPA – Oracle Insurance Policy Administration |
| Provide a description of the Project | Oracle's Insurance Policy Administration system (OIPA) is a rule driven engine that powers individual, group, life, annuities. The project team is involved in the development and testing of upgrading the rules for life and annuities including underwriting. |
| Type of Technology | Java, SWIFT, PHP, and SQL, UFT, Jira, Jenkins, Power BI, RPA UI path |
| Team Size | 12 |
| Duration of the project | 4 years |
| Provide a brief description of your role on the project team | * Defining, documenting, and maintaining requirements in the development process for Policy Centre to ensure the delivery of the Sprint Backlog. * Implemented Maturity Models for Business Analysis and conducted self-assessments on Data Modelling and Data Documentation for Policy creation admin systems. * Retrofitting the ongoing enhancements with the upgrade code aligning to the sprint deliverables until the freeze, ensuring quality and stability * Worked with agile team and helped prioritize the OIPA features that requires faster to market as per Client’s expectation. * Conducting Show & Tell Stakeholders on the completed modules. * Built extensive Test coverage for all new features through automation and reduced the cycle time during regression by 40% * Debriefed with project team to review goals, progress, and steps to drive KPI’s and SLA’s 90% or higher. |
| Describe any additional skills or expertise you provided to the project | * Implemented test management tool using RPA UI path to generate policies through OIPA policy centre that helped in creating bulk policies for development and system testing. |
| **Project 2** | **Your Response** |
| Client / Company Name | State Street / HCL Technologies |
| Project Name | Portfolio Business Services |
| Provide a description of the Project | Legacy to Modernization - upgrade the primary technology of their PBS Application from AngularJS 1.5.x to Angular 10 in an Agile Delivery Model with highly optimized offshore ratio. In addition to technology upgrade, State street also intends to complete critical functional enhancements to the application as part of this project. |
| Type of Technology | Angular 10, Node.js, MySQL, Tosca, Jmeter, Jira |
| Team Size | 11 |
| Duration of the project | 12 months |
| Provide a brief description of your role on the project team | * Have been involved in all phases – Foundation phase, Implementation phase and Warranty phases of the project. * Project scoping, defining milestones and preparing project plans for execution using MS Project. * Implemented Agile Scrum methodology and involved in all Scrum ceremonies, including Sprint Planning, Daily Standups, Sprint Retrospectives, Sprint Demos, Story Grooming, and Release Planning * Coordinated with Dev and QA teams to eliminate impediments and ensured timely delivery, resulting in a 15% reduction in sprint delays. * Scheduling, coordinating and managing the releases for different modules in PBS application. * Conduct Release Readiness reviews, Business Go/No-Go reviews, and Milestone Reviews with Stake holders |
| Describe any additional skills or expertise you provided to the project | * Created regression test suite using Tosca Automation tool to make sure the defects are captured early. * Implemented load balance testing scripts using Jmeter to validate the performance of the application. |
| **Project 3** | **Your Response** |
| Client / Company Name | Cognizant Technologies |
| Project Name | ADDCS - Air defence Command and Control system |
| Provide a description of the Project | Standardized GIS database for Air defence Command and Control system |
| Type of Technology | ArcGIS 10.0-10.2, ArcMap, Wrike, Visio |
| Team Size | 3 |
| Duration of the project | 6 months |
| Provide a brief description of your role on the project team | * Involved in use case creation and requirements gathering for web-based version of geospatial based Air defence Command and Control system. * Data modelling for processing high resolution imagery for analysis and base maps * Data Management (i.e., creating and organizing geodatabases in ArcCatalog) * General map creation |
| Describe any additional skills or expertise you provided to the project | * Implemented Optimization & Risk-based testing approaches that helped in early defect containment. |

List up to 3 relevant project examples that demonstrate your ability as a Project Manage to communicate effectively at all levels including up to Steering Committee and across multiple Stakeholder groups. Include the duration, team size and technology.

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| **Project 1** | **Your Response** |
| Client / Company Name | State Street / HCL Technologies |
| Project Name | Portfolio Business Services |
| Provide a description of the Project | Legacy to Modernization |
| Type of Technology | Power BI, Splunk, Power point, Jira Kanban board, Gantt Chart, MS Project |
| Team Size | 11 |
| Duration of the project | 12 months |
| Provide a brief description of your role on the project team | * Tracked project deliverables using appropriate tools – MS Project, Jira, Splunk and Power BI reports. * Monitored and reported on progress of the project to all stake holders in Weekly status reports, Bi-weekly meetings with Customers and Monthly Steering committee with Stake holders. * Highlight the risks/issues in the project and the respective mitigation plans. * Co-ordinate with external stakeholders (including members and vendors) to ensure project delivery. |
| Describe any additional skills or expertise you provided to the project | * Created a Cadence framework and Splunk dashboard for the leadership team to track the project status from anywhere |
| **Project 2** | **Your Response** |
| Client / Company Name | AIG Insurance – Tata Consultancy Services |
| Project Name | OIPA – Oracle Insurance Policy Administration |
| Provide a description of the Project | Oracle's Insurance Policy Administration system (OIPA) is a rule driven engine that powers individual, group, life, annuities. |
| Type of Technology | Power BI, Splunk, Power point, Jira Kanban board, Gantt Chart, MS Project |
| Team Size | 11 |
| Duration of the project | 12 months |
| Provide a brief description of your role on the project team | * While the agile cadence will provide daily updates, a weekly status in terms of progress, dependencies and risks will be shared with customer’s stakeholders. * Monthly cadence report, which will share key project metrics, state the health of the project, and track the project baselines and the deviations will be shared to the Stake holders. |
| Describe any additional skills or expertise you provided to the project | * Built a data visualization using SQL and Power BI for product KPIs and SLA’s that reduced manual reporting work by 10 hrs weekly. |
| **Project 3** | **Your Response** |
| Client / Company Name | State Street / HCL Technologies |
| Project Name | Insurance Guidewire – Auto Policy creation |
| Provide a description of the Project | Conversion of Managed capacity to Fixed bid project |
| Type of Technology | Power point, Jira Kanban board, Gantt Chart, MS Project |
| Team Size | 8 |
| Duration of the project | 10 months |
| Provide a brief description of your role on the project team | * Introduced Robust Governance communication model and standardized the SDLC process. * Implemented a communication framework for internal and external stakeholders. * Shared the weekly report and monthly report in the form of PowerPoint to the leadership team highlighting the project health, project progress, Blockers if any, Risks/issues and action items. |
| Describe any additional skills or expertise you provided to the project |  |

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| **Technical Questionnaire:** | **Your Response** |
| Attach a resource profile and summary resume (maximum 5 pages). Ensure resume includes descriptions for the project examples listed above. |  |
| Provide the contact information for 2 client references from the projects above (name, phone number and work email). | Venkatesh S, 8610866706, [s.venkatesh@hcl.com](mailto:s.venkatesh@hcl.com),  Sundar Rajan, 9962011792, [sundar.seshadri@tcs.com](mailto:sundar.seshadri@tcs.com) |
| List all industry relevant training, certifications, and designations. | Certified Scrum Master – Scrum Alliance 2022  Certified RPA UI Path developer 2021 |
| List any other points you would like to highlight that demonstrate your knowledge and experience for this role | Strong Project management skill – Led a complex migration project with 12 junior resources and delivered it successfully. Involved in multiple RFP’s and helped in winning the project worth $ 6.7 million to HCL.  Excellent Customer Relationship Management skill. |

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| **Administrative Questions:** | **Your Response** |
| What is your hourly rate? | $ 55 - $60 |
| Are you or will you be Incorporated? | Yes. I will be Incorporated. |
| What lead-time do you require for scheduling an interview? | Available on weekdays 11am to 5pm AST |
| What is your availability to start this position? | Available to start immediately if shortlisted. |
| Do you have any planned absences or vacation upcoming? | No leaves or vacations planned. |
| Where will you be located for this engagement? If not in Nova Scotia, are you able to travel and attend onsite in either Dartmouth or Halifax if required? | Currently residing in Lower Sackville, Halifax-Nova Scotia. I can attend onsite in Dartmouth. |
| Please confirm that you authorize New Value Solutions as the sole organization to submit your profile and represent you for this Project Manager opportunity, with HRM. | Yes, I authorize. |