

# Wesley Forrest

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**An experienced and results focused Prince2 Certified Project Manager and experienced Business Analyst, who is now re-training as a full stack developer. A proactive and conscientious individual with excellent communications skills. Able to quickly adapt and add value to new challenges, with a focus towards tangible business process improvement through the effective use of technology. With proven Project and IT implementation management experience of projects ranging from £500k to £6m in budget, gained predominantly within the Media, Retail, Consultancy and Banking Sector.**

## KEY SKILLS

### Project Management (Prince2 Practitioner)

Project Planning, Resource Management, Risk and Issue Management, Project Status Reporting, Managing Budgets, Implementation Management, Third Party Supplier Management and Key Stakeholder Management, Reporting, Management, Contract Negotiations, Waterfall and Agile approaches.

### Business Analysis

Process Mapping, As-Is/To-Be Process Diagramming, Functional Specification, Third Party Software Evaluation, Implementation Analysis and Support, Interface Design (Wireframe)

### Technical Skills

Microsoft Office, Microsoft Project, Microsoft Excel, Microsoft Access, Visio, Spring Source (VMware), NT Server, Drake Omnion, Harris and Pharos broadcast transmission systems, Mass Store Digital Archiving, Irdeto Data Encryption, Sun, Pinnacle and Sabre Servers, Video Streaming and Video Over IP (VOIP), e-commerce, Cloud Computing, HTML, Javascript, CSS, DOM, Github

### System Testing/User Acceptance Testing

Test Strategy and Test Script authoring, Test Planning, Managing Test Execution, authoring Test Handover Reports.

### Soft Skills

Client Relationship Management, Relationship Building, Presentations, Training, and Software Demonstrations. Managing projects across multiple sites both in the UK and abroad.

## CAREER SUMMARY & KEY RESPONSIBILITIES

### Nology

**March 2021 - Present**

### Self-paced coding student (on-going)

During the covid pandemic I took the decision to use the time productively to realise a long-term ambition of learning to code. This was born out of a personal interest in the topic, coupled with a desire to enhance my knowledge of jobs roles I have worked closely with during my career to date.

### Course elements covered so far:

- Source control: GIT, Github flow, Pull requests, code reviews
- HTML: accessibility, web page structure and creation
- Responsive design: grid, flexbox, media queries
- DOM interaction
- Styling with CSS
- Introduction to Javascript (ES6): variables, data types, functions, objects and arrays, loops and array iterators
- Introduction to OOP, Classes & Encapsulation
- Principles of testing, TDD, Unit Testing and Jest

### Elements to complete:

- Setting up React, components, Props and State in React
- Introduction to Backend as a service & Firebase
- REST APIs using Node.js and Express

- NoSQL Databases
- Designing and understanding system architecture
- Networking Fundamentals, hosting & HTTP
- API testing and postman

## **Focus Group**

### **Resourcing Coordinator (contract)**

**Nov 2019 - Mar 2020**

**(role was put on hold due to pandemic)**

Responsibilities focused on the logistical planning and organization of the company's IT engineering time providing timely responses to customer work orders for new business, BAU, or emergency call outs whilst maximizing utilisation. Additional responsibilities involved co project managing installations and upgrades, for the company's largest customer, a UK pub chain. Work involved full lifecycle project management of IT installations and refits for the customers growing portfolio of pubs.

## **Work Sabbatical**

**Jan 2016 – Nov 2019**

Following my daughter transitioning from Nursery to School in Sept 2015 I have taken a further career break in order to facilitate the change in hours, assist with homework and be able to attend school events and out of school activities.

During this sabbatical I have worked part time in childcare at my daughter's old nursery setting up their forest school initiative. I am also in the process of studying towards my level 2 qualification in forest school with the Woodland Trust. During this time, I was also Chair of the nursery parents committee and I have overseen the planning and development initiatives for nursery, together with organising and running a number of successful social and fund-raising events such as summer parties, bonfire nights and forest school working weekends.

### **Tasks included**

- Overseeing and planning the development initiatives at the nursery school and organisation of social events
- Creation of a forest school in an area of woodland suitable for exploration and learning by 2-4 year old's
- Planning and organising forest school sessions, in accordance with teaching staff to provide an active learning environment for the children

## **OCSL, Sussex**

### **Internal Project Manager**

**Nov 2013 – Dec 2015**

Responsible for the project management of between 10 and 20 smaller projects at any one-time delivering infrastructure and network-based solutions to clients, including cloud and Citrix technology. The solutions have been delivered across a number of different client's sectors including investment banking, asset management, government and retail.

### **Tasks included**

- Client relationship management
- Authoring of project plans and cost schedules using MS Project and MS Excel
- Tracking and reporting on the delivery of major milestones and deliverables
- Tracking of Risks, Issues, Assumptions and Dependencies for projects.
- Managing resources scope and requirements, change requests and impact analysis

## **Work Sabbatical**

**June 2011 – Nov 2013**

Following the birth of my daughter in May 2011 I decided to take a break from work and spend time with her. During this time I have been instrumental in the creation of a new e-commerce business selling traditional wooden toys.

Tasks involved creation of the Brand, building and maintaining the website, selecting products and managing the ongoing sales and marketing process. I have also been involved in the re-design of the website for my daughter's nursery and I currently hold the position of Chair of the parent's committee.

## **RBS Global Banking & Markets, London**

**Feb 2010 – May 2011**

### **Business Analyst**

#### *Project Private Cloud*

Responsible for all of the analysis and a number of the project management tasks on the successfully delivered RBS GBM Private Cloud Proof of Concept Project to publish multi-tier java applications to the cloud. The project was delivered utilising aspects of the Agile methodology and VMware technology.

**Tasks Included:**

- Authoring of the Project Initiation Document
- Definition of the Project Plan
- Requirements gathering and documenting using User Stories and Use Cases
- Third party supplier evaluation
- Interface design using Wireframe
- Managing of development resources
- Production and presentation of Steering Committee and Working Group Packs

*Message Remediation Programme*

Business Analyst responsible for the collation and update of RBS GBM interface data into a centralised 'Golden Source' database and the production of management information for the progress of the programme. This role formed part of the Messaging Remediation Programme, which delivered an RBS GBM strategic standard for the transfer of data between applications utilising Tibco's Enterprise Management Service and XML messages.

**Tasks Included:**

- Analysing the existing interface data currently held in the 'Golden Source' GEL application and validation of this data with the Application Managers
- Logging of the validated data into a centralised Messaging Remediation specific database and spreadsheet to support the analysis phase
- Creation of new 'Golden Source' data entries corresponding to the migration of existing interfaces to the company standard Enterprise Management Service (Argon EMS).
- Production of Requirements documents to cover application changes required to the 'Golden Source' GEL application to support the project
- Testing of application changes made to the 'Golden Source' GEL application
- Production of regular statistics and management information for presentation to the North Star Board
- Production and presentation of slides for the Messaging Remediation Steering Committee Pack

**Claire's Accessories, Birmingham****Jan 2009 – Feb 2010*****Business Analyst***

Responsible for the business analysis, testing and project management on a number of projects for EPOS, warehouse, stock management and price change software. Systems include Pennine, SQL Linecards, WMS, Oracle and PEMS (Pan European Merchandising System).

Also responsible for the day to day logging, prioritising and resolution of system faults and change requests relating to the Warehouse Management System.

*Order Fulfilment Project*

As the Business Analyst/Project Manager, responsible for creating and delivering a process to ensure timely and accurate supplier order fulfilment using the current Oracle Financial system. As part of the analysis identified a number of existing contractual terms that when incorporated into the revised process resulted in significant cost savings.

*Warehouse Management System Migration*

Responsible for the creation of the Test Strategy, Test Plan and detailed Test scripts for the migration of the warehouse management system.

**Tasks Included:**

- Defining of Project Milestones and authoring of Project Plans.
- Authoring of Project Status Reports and updating of tracking spreadsheets.
- Tracking of Risks, Issues, Assumptions and Dependencies for projects.
- Tracking of Actual against Budgeted Costs.
- System fault tracking and resolution.
- Relationship building with globally based IT and business resources.
- Authoring of Strategic Proposal documentation.
- Authoring of Business Requirements and Functional Specification documents.
- Definition and evaluation of current business processes (As-Is) and identification and implementation of process improvements (To-Be) for a variety of warehouse system enhancements.
- Execution of System and User Acceptance testing and authoring of Test Exit documentation.

- Data Analysis to identify the cause of defects raised during testing also identified the data changes required to address these issues.

## **Reading Room, London**

**May 2008-Jun 2008**

### ***Project Manager***

Responsible for the full project management lifecycle and digital marketing strategy for a number of web design clients ranging from Cambridge University to The Australian and UK Governments.

#### **Tasks Included:**

- Authoring of Proposals and Functional Specifications for web design
- Stakeholder management
- Managing resources, scope and requirements, change requests and impact analysis, budgets, and client relations for a number of concurrent projects to produce websites

## **Benelux Playboy, Middlesex**

**Jan 2006 – Apr 2007**

### ***Project Manager/Business Analyst***

#### *Web Streaming/Video on Demand (VOIP) Project*

As the Project Manager/Business Analyst, was responsible for delivering the company's move into online content delivery, including web streaming and video on demand (VOIP)

#### *Digital Encryption Project*

As the Business Analyst/Project Manager, was responsible for providing the company with a digital broadcast system providing a fast, effective and secure method of transferring video material from the company's head office in Los Angeles to the UK office. This was delivered ahead of schedule and below budget.

#### **Tasks Included:**

##### **Project Management**

- Authoring of Project Plans and Cost Schedules using MS Project and MS Excel
- Tracking and reporting on the delivery of major milestones and deliverables
- Authoring of the Business Case
- Budget definition
- Tracking of Actual Costs to Budgeted Costs.
- Tracking of Risks, Issues, Assumptions and Dependencies for projects.
- Managing resources scope and requirements, change requests and impact analysis
- Third party supplier management
- Management of System and User Testing Phases.

##### **Business Analysis**

- Authoring of Strategic Proposals
- Authoring of Business and Functional Requirements documents
- Chairing of Business Requirements Workshops
- Documenting of As-Is and To-Be Business Processes
- System fault tracking and resolution.
- Authoring of Design and Technical Specifications for Flip Factory and Harris Broadcast Systems, mass store digital archiving and Irdeto data encryption.

## **Inmedia Communications, Gerrards Cross**

**Sep 2001 – Dec 2005**

### ***Broadcast Transmission Controller***

#### *Broadcast Automation System Project*

Working on the design, implementation and subsequent delivery and operation on a £6m project to deliver a new broadcast automation system. Following the initial implementation, was then responsible for the operation of the new multi-channel server-based system managing day to day broadcast playout services for up to 8 customers digital tv output and helping to define and deliver further enhancements to the broadcast system to support newly acquired clients. These included multi subtitling and language options to facilitate multi region broadcast of the same material.

#### *Digital Archive Solution Project*

I helped to deliver a digital archive solution to store a higher percentage of customer programming on digital server as opposed to tape, significantly reducing physical storage space and cost. This also improved the flexibility available for the client from a scheduling perspective. The project was delivered on time and on budget and resulted in significant cost savings associated with tape storage and courier costs.

#### *Advert Process Project*

I was part of a small team that delivered a solution to support more efficient delivery of adverts from an agency to on air broadcast, reducing the time of this process from several hours to 15 minutes. The solution also supported better identification of revenue streams as it incorporated an electronic audit trail.

#### *Compliance Recording Project*

Delivered a hard disc broadcast compliance solution to support the OFCOM requirement to store all off air broadcasts for the period of 2 months. The delivery resulted in significant cost savings and reduced risk resulting from a failure of tape backups.

Helped to increase the company's playout client base from two to fourteen companies, including ESPN, Zonevision and Xerox.

#### **Tasks Included:**

##### **Playout Operations**

- Acting as primary point of contact with senior management and clients for the definition of business changes required to support the new broadcast system strategy.
- Daily running of playout services for up to 8 channels including quality control, compliance to OFCOM regulations, technical fault finding and resolution and running of live broadcast events as required
- Liaising with MCR and external OB's to provide live content as required
- Stakeholder management
- Delivery of internal project management.
- Training and Implementation Plans.
- Training of new staff and management of five-person team.

#### **Systems Used**

- Systems used included PAS, Pharos and Omnibus, Pinnacle and Sabre Servers, Sun, Raid, Flip Factory, SQL and Provys databases.

#### **Whereits.at Entertainment Ltd, London** **Junior Project Manager/Business Analyst**

**Apr 2001 – Aug 2001**

#### *Broadcast Studio Project*

Responsible for project managing the design and implementation of a £2m broadcast studio set up. This involved purchasing and implementing all of the equipment required to run a studio from the Trocadero in Central London.

#### **Tasks Included:**

- Identifying and documenting the Business Requirements.
- Creation of the Project Plan
- Project Status Reporting
- Tracking of Actual Costs to Budgeted Costs.
- Design and implementation of disaster recovery solution.
- Conducting supplier evaluations against defined business requirements.
- Contract negotiations.
- Implementation of the broadcast network.
- Analysing fault finding for the broadcast network,
- Direction of live studio shows, which included editorial decision making,
- Organisation of technical and presentation staff and the planning of live shows
- Systems used include Wincue, Grass valley profile server

**BBC, London****Jan 2000 – Mar 2001*****News Editing Assistant***

Responsible for assisting in the editing of news stories and the liaison with third party broadcasters to obtain the footage required.

Tasks included:

- Shadowing of the operations of the news department, liaising with journalists and professional figures, editing short pieces and helping in the studio gallery when required.
- Acquiring Knowledge of Rights Management in relation to music and programming material

**Hartwood Films, Teddington Studios****Apr 1999 – Nov 1999*****Lighting Technician/Camera Crew***

- Arranging and setting up the lighting requirements for location shoots for Men Behaving Badly
- General camera crew duties that included the identification of equipment requirements to achieve particular types of shots

**EDUCATION****Nology****2021 - 2022**

Self paced coding course

**Chichester College, Chichester, West Sussex****1998 - 2000**

HND Stage Production Management

**Open University, College of Law****2005-2006**

Law

**AFFILIATIONS**

June 2006 – Present	British Fencing Association
Jan 2002 – Present	Royal Southampton Yacht Club
Apr 2007 - Present	Cowdrey Park Polo Club
Jan 2016 - Present	British Archery
Jan 2016 - Present	British Clay Pigeon Shooting

**PERSONAL DETAILS**

**Languages:** Basic French

**Interests:** Sailing, polo, skiing, fencing, ballooning, shooting & archery