About Falconwood, Inc:
Falconwood, Inc. is a woman/veteran-owned, small business providing executive level consultants and programmatic support to Department of Defense Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for an Enterprise Change Management Analyst to support our PMW 250 iNavy team. As a member of the iNAVY Program Office, the Senior Program Management Consultant will coordinate projects, improve processes, and improve customer communications

Duty Locations:

Arlington, VA or Norfolk, VA

Enterprise Change Management Analyst will:

- Develop & maintain integrated schedule and SharePoint migration project schedules
- Coordinate upcoming migrations to include requirements discussions, agreements, and communications
- Develop and maintain an iNAVY risk register
- Execute instructor-led training for customer Site Collection Administrators
- Coordinate offsite meetings and conferences with service providers and customers
- Gather metrics, information, and insights from all available information sources, including conducting interviews
- Collaborate to develop a clear understanding of how processes function, while providing recommendations for improvements
- Develop iNAVY documentation (e.g., Charter, Standard Operating Procedures, Communications Strategy, Templates)
- Manage the Customer Registry and associated access management groups
- Identify and submits process enhancement recommendations and exercises continuous process improvement initiatives on a regular basis.
- Ensure that changes conform to process standards and policies.
- Conduct trend analysis on change records to identify process issues/problems and solutions.
- Use standardized methods and procedures for efficient and prompt handling of all changes.
Qualifications:

- Familiarity with SharePoint best practices, limitations, and capabilities
- Proficient with Knowledge Management best practices
- Strong coordination, organization, teaming, and communication abilities
- Experience executing process improvement projects
- Proficiency in Microsoft Office applications, particularly Word, Excel, Visio, Project, and PowerPoint
- Ability to think independently and innovatively
- Excellent public speaking and personal interaction skills
- Thorough understanding of ITIL, processes and process development
- Ability to multitask

Requirements:

- Bachelor’s degree or equivalent related experience
- Must have SECRET security clearance
- 7+ years of experience in Information Technology (IT)
- 3+ years in IT/Business Process Improvement

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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