

Position Description

Position	Subject Matter Expert (Functional) 2- several positions anticipated for emerging contract opportunity
Position Description	<ul style="list-style-type: none"> • Support the DHSS Requirements Management (RM) processes that provide the Government Program and Product Managers with accurate data to monitor the status of their program. • Work with DHSS development contractors, Program Managers, Project Controllers, etc. to establish product baselines. • Adhere to the DHSS RM processes to ensure compliance with Federal and DoD regulations and standards. • Use the Data Object Oriented Repository System (DOORS) for requirements management, updates, and tracking. • Provide analysis and recommendations to the PO regarding interpretation and clarification of functional requirements. • Serve as DHSS PO liaison to the Information Management and functional user groups regarding requirements for DHSS products. • Support the DHSS Program Office with the development and execution of a broad-based communication effort to facilitate stakeholder management for project controllers and MHS acceptance of DHSS products and initiatives. • Create briefing materials, manage DHSS participation in conferences (to include, at a minimum, HIMSS & TRICARE) and prepare/distribute DHSS user communications. • Support the DHSS Earned Value Management System (EVMS) that provides the Government Program and Product Managers with accurate data to monitor execution of their program. • Maintain the DHSS EVMS to ensure compliance with Federal and DoD regulations and standards required by the MHS Information Technology (IT) Directorate. • Receive weekly updates of progress against the contract cost and schedule, and update the DHSS Integrated Master Schedule. • Develop and maintain a DHSS Program Office –level schedule of activities, provide schedule formulation support for DHSS contractors, as required, to support the DHSS EVMS and perform schedule analysis to identify errors, inconsistencies, etc. • Provide support to the PEO IPR process, Defense Business Transformation Process, and OMB IT-300 exhibit. • Provide facilitation services in support of the IT Data Quality (DQ) Information Product Team (IPT) chaired by the DHSS Program Manager. This includes data quality training, process improvement, issues resolution support and documentation to support the sessions that include agendas, read-ahead's, and minutes. • Support the DHSS Program Office with cost estimating services. • Analyze requirements and determine the estimated cost. • Identify how this task will be supported (i.e. automated tool to be used, costing methodology). • Manage the development and maintenance of Acquisition Management Plans (AMP) and coordinate with appropriate project personnel, functional representatives, and PEO personnel to develop and maintain the AMP. • Support external and internal management efforts with a focus to organize, prepare, and manage program justification documents for reviews including but not limited to DoD In-Process Reviews (IPR) and acquisition Milestone (MS) reviews. • Support the development and maintenance of documents related to the ACAT product lifecycle, to include all documentation necessary for

	<p>interoperability certificates to operate.</p> <ul style="list-style-type: none">• Serve as DHSS point of contact for all ACAT requirements.
Desired Experience	<ul style="list-style-type: none">• Demonstrated experience and ability to define the problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex systems in the subject matter area.• Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed.• DoD and /or DHSS and or MHS experience a plus
Work Location	Falls Church and various locations within the Washington DC Metropolitan Area
Start date	Start date contingent on contract award during FY2010.
U.S. citizen / Perm Resident	U. S. Citizen
Contact	KSJ, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us