

APPENDIX 37

CONTRACTOR ENGAGEMENT PROPOSAL (CEP)  
POSITION DESCRIPTION EXAMPLE

	<b>State of Montana</b> <b>Project-Specific CEP Position Description</b> <b>Project Manager</b>		
<b>Job Title:</b>	Project Manager	<b>Job Category:</b>	Project Management or/and Staff Augmentation services
<b>Department/Group:</b>	Montana Department of Justice	<b>Job Code/Req#:</b>	N/A
<b>Location:</b>	Helena, MT	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Hourly Rate TBD	<b>Duration:</b>	
<b>Supervisor/Manager:</b>		<b>Contact Information:</b>	
<b>Job/Project Description</b>			
<p>An on-site Project Manager (PM) is being sought to perform project management tasks and activities for the Montana Department of Justice (MDOJ), Motor Vehicle Division’s (MVD) Driver Modernization (DM) project. The goal of the DM project is focused on completing the business design/requirements, developing the application code, testing, accomplish data conversion, and conducting the user training necessary to move Montana driver records off the Department of Administration mainframe into the Montana Enhanced Registration and License Information Network (MERLIN) application. DM, the final phase of MERLIN, will deliver a unified driver licensing and driver records management application integrated with vehicle title and registration, dealer licensing, inventory, and financial tracking.</p>			
<p>A team of MVD subject matter experts, and a staff of five contracted Business Analysts (BA) and data conversion specialists are in the process of completing use cases and data analysis to document the DM business design/requirements and data conversion. A DOJ development team is writing the code to implement the design for the system with corresponding test cases being created and user testing activities starting on parts of the system that are ready for testing. The next staffing effort is to complete the selection and onboarding of the training team so it can start creating the training materials. These resources and processes will be required to ensure the DM phase of MERLIN can be executed seamlessly into MVD production operations. The PM selected for this position will be responsible for oversight of the design, development, data conversion, testing, training and implementation of the DM system components into MERLIN.</p>			
<p>The successful candidate will work closely with, and report to, the DM Project Director. Projected work hours are projected at 20 to 40 hours per week over the remainder of the project. The stated completion date for the DM project is December of 2019, although an earlier implementation date is being pursued.</p>			
<p>Background. The mission of the MVD is to identify and promote efficient, cost-effective programs that benefit the interests, safety and well-being of Montana citizens through licensing, registering and regulating the motoring activities of the public. In accordance with this responsibility, the MVD is subject to specific provisions of Montana Code Annotated Title 61 Chapters 1 – 13, associated State laws, Federal regulations</p>			

and vital business process mandates. Contracted services are essential to provide project oversight for MERLIN DM project planning.

**Objectives of this CEP:**

3. Review the status of the DM project to gain understanding of the current state, and future direction/approach
4. Provide day-to-day project direction and coordination to the project team
5. Develop and maintain the project plan
6. Resolve project planning and scheduling issues
7. Manage DM project challenges and maintain momentum
8. Report to and take direction from the project steering committee

**Knowledge, Skills and Abilities**

Project Management

- Collaborate with stakeholders to define and refine the project scope, goals and deliverables.
- Develop project plans and associated project documents.
- Effectively communicate project tasks and expectations to team members and stakeholders in a timely and clear fashion.
- Estimate the resources and participants needed to achieve project tasks and goals.
- Set and maintain project expectations with team members and other stakeholders.
- Work with the project leadership team (Steering Committee, Project Director, and Business System Architect) to assign and delegate tasks and responsibilities to appropriate staff.
- Discuss identified project conflicts with the project leadership and work to resolution.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation and presentations to the project leadership team.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Direct and motivate project team members and influence them to take positive action and accountability for their assigned tasks.

**Experience Requirements**

2. Bachelor's Degree or higher, or equivalent work experience.
3. PMP (Project Management Professional) Certification, or equivalent preferred.
4. Expert knowledge of principles and practices of electronic data and information management systems and procedures.
5. Solid technical background, with understanding or hands-on experience in software development and web technologies.
6. Proven working experience as a project manager in the information technology domain.
7. Strong organizational skills including attention to detail and multi-tasking skills.
8. Complete working knowledge of Microsoft Office products.