

## JOB DESCRIPTION

<b>Job Level</b>	<i>Level 4</i>
<b>Job title</b>	<i>Project Lead</i>
<b>Reports to</b>	<i>Director of Services</i>

### Job Purpose

Responsibilities include domain expertise, technical knowledge, and professional skills to lead all aspects of a Longbow Advantage implementation. They will provide product consultation and business process analysis during solution design. Responsible for validating high quality and rapid delivery of the configured solution throughout the implementation life cycle. Project Leads will manage all aspects of a project, define and manage resources, budget, project plans, scope, and issues for one or more projects to ensure overall financial health. Will be able to define and execute project phases and activities defined in Longbow Advantages implementation methodology and present to project executive steering committees. Motivate the LBA and client teams throughout the implementation lifecycle to drive the best possible solution.

### Principal Responsibilities

#### **PR1: Project Management (50%)**

- Manage client and LBA expectations to accomplish project success
- Identify and resolve gaps within project constraints
- Lead client and project team through all aspects of the implementation from business process analysis through deployment
- Lead and/or assist in solution configuration and quality assurance
- Develop functional specifications for initial implementation and enhancements
- Provide high quality consulting services and deliverables
- Follow standard LBA policies and procedures including but not limited to: coding standards, creation and execution of test plans, project plans and statement of work
- Identify and review add-on implementation opportunities and present these opportunities to your assigned Team Manager
- Lead risk mitigation issue resolution process

#### **PR2: Configuration & Implementation (30%)**

- Demonstrate expertise and leadership in areas of product consulting, system design and project management to the client team
- Facilitate transfer of system knowledge to client
- Ensure that project teams are effectively employing appropriate and sound configuration and implementation principles
- Assist with configuration of solutions to meet customer requirements
- Assist with RF device, printer and other device configuration and support as needed
- Assist client team members through all phases of the implementation
- Assist project team to manage client expectations to accomplish project success
- Delivers projects with high quality, within the agreed upon budgetary and time constraints in accordance to customer expectations
- Develops and executes test plans, validates the test results and manages customer acceptance testing
- Accurately capture and report on JIRA to ensure customers are properly invoiced for delivered services
- Create and present project status reports to the project and executive steering committee teams

- Provide high quality consulting services and deliverables
- Follow LBA's implementation methodology, policies and procedures including but not limited to: coding standards, creation and execution of test plans
- Identify add-on implementation opportunities and present these opportunities to your project lead

**PR3: Communication (10%)**

- Meet with customers and LBA team members to consult, configure, implement and support client requirements
- Apply product knowledge and expertise to improve customer satisfaction on all LBA projects
- Maintain professional interaction with customers and LBA team members
- Assist with configuration of solutions to meet customer requirements

**PR4: Administration (5%)**

- Proactively seek project assignments to achieve or exceed target realization
- Assist Team Manager with resource capacity management to achieve defined realization goal
- Ensure accurate daily time entries and descriptions by the project team are entered into JIRA
- Attend project planning, departmental and company meetings
- Strives to positively influence the profitability of Longbow by working to invoice >95% of weekly billable hours requirement
- Ensure T&E reports for consultants are approved and processed on time

**PR4: Professional Development (5%)**

- Proactively seek project assignments to achieve or exceed target realization
- Assist Team Manager with resource capacity management to achieve defined realization goal
- Ensure accurate daily time entries and descriptions by the project team are entered into JIRA
- Attend project planning, departmental and company meetings
- Strives to positively influence the profitability of Longbow by working to invoice >95% of weekly billable hours requirement
- Ensure T&E reports for consultants are approved and processed on time

**Key Technical & Functional Skills**

1. Strong knowledge and work experience with C/C++, C# and Java programming languages
2. Strong knowledge of SQL Server and Oracle
3. Operating systems – Windows and UNIX
4. XML/HTML, MOCA, Python/Perl, Visual Studio/Visual basic
5. Microsoft Office, Microsoft Project and Visio

**Key Job Description Requirements**

1. Minimum Bachelor's degree, Master's preferred in Computer/Software Engineering or related degree
2. Greater than 4 years of experience in a relevant discipline
3. Expertise in JDA/Red Prairie or other Supply Chain Software systems (e.g., WMS, WFM, TMS) both as functional and technical analyst.
4. Ability to work independently as well as multi-task
5. Valid driver's license
6. Valid passport
7. Able & willing to travel (average of 50%)
8. Adhere to all Longbow Policies and Procedures
9. Provide mentoring for project resources in preparation for advancement

**Role Specific Competencies**

1. Interpersonal Skills
2. Job Knowledge
3. Problem Solving/Analysis
4. Project Management
5. Leadership

**Expected Role Tenure**

>5 - 8< Years

**Direct Reports**

None

**Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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