Senior Project Manager

Description

Scope

Statement of Work for the Provision of two (2) Project Managers Support Services to support Directorate of Land Requirements (DLR) project coordination activities.

Purpose

The purpose of this Statement of Work (SOW) is to define the scope and the deliverables that apply to the project coordination activites, and to define the Department of National Defence (DND) services requirement for this initiative.

Background

DLR is responsible to provide operational direction and management advice for the acquisition of systems and capabilities in support of the Canadian Armed Forces (CAF) missions and mandates within the Land domain. DLR requires two (2) Senior Project Managers to provide support to DLR for the coordination of project efforts which includes submission writing, project briefs, business case analyses, and other departmental documentation.

Responsibilities

- Tasks

The Contractor's resource(s) will perform tasks in support of the coordination activities for all projects within DLR. These tasks may include, but are not limited to the following:

The Contractor's resource(s) must conduct the following core project tasks that include but are not limited to:

- Determine and provide recommendations on the handling of interdependencies between DLR projects, other CAF projects or initiatives, and other CAF Level 1 organizations;
- Maintain a database of interdependencies and departmental decisions on their handling;
- Contribute to the drafting of strategic documents, reports, and briefings;
- Give briefings on progress and concerns of projects;
- Coordinate and prepare documentation in response to scheduled and unscheduled reports, returns and observations to update management on project progress;
- Prepare draft evaluation plans, criteria, and evaluation schedules;
- Develop, plan, analyze, evaluate, and prioritizing deliverables and requirements;
- Define and document team objectives;
- Determine and obtain budgetary requirements, composition, roles, responsibilities, and terms of reference for the team;

Hiring organization
AccessCorp

Employment Type
Full-time, Contractor

Beginning of employment
April 2 2024

Duration of employment
One year plus 2 one year options

Industry
Canadian Defence

Job Location
Ottawa

Working Hours
37.5 hours per week

Date posted
July 4, 2025

- Plan, direct and control the activities of a project team within scheduled time and cost parameters;
- Monitor the design, implementation, and operations start-up of the project against established goals, objectives, and milestones;
- Meet with stakeholders and other project managers and state problems in a form capable of being solved;
- Prepare plans, charts, tables, and diagrams to assist in analyzing or displaying problems;
- Work with a variety of project management tools such as MS Project and Visio;
- Formulate and manage project plans by defining deliverables, identifying key milestones, reviewing project progress, and engaging in ongoing risk management;
- Ensure management staff is provided with timely and accurate project information and status updates;
- Conduct post project reviews/lessons learned;
- Contribute to the organization’s strategic and business planning initiatives;
- Contribute to the development of organizational vision and mission; and
- Coordinate, draft and prepare for signature formal project documents and reports.