
Program Systems Integration Manager

Summary

- Develop and manage macro program schedule including all aspects of the Program
- Coordinate development of detailed schedules in each work-stream

Charter

- Responsibility for management of the Program Macro plan of record

Key responsibilities

- Facilitates development of program plans with subject-matter teams.
- Oversees/recommends modifications in plans and resource allocations to insure overall Program schedule is achieved, per target milestones.
- Coordinates all participating teams and cross-functional groups. Communicates needed information to participants. Ensures initial and continuing understanding of program schedule/parameters and changes.
- Drives program. Insures resolution of issues within approved schedule and budget limits. Works with teams to recommend solutions to major issues of requirements/specifications definition, cost, quality, resource needs and timing.
- Works with appropriate members of the program team(s) to refine program schedule, budget, and resources requirements (i.e. confirms their level of dedication to the program and clarify performance expectations).
- Initiate and drive product development according to a continuously updated program schedule using Refresh Planning Process.
- Conduct regularly scheduled tactical meetings to identify "blocking" issues and appropriate solutions.
- Troubleshoots selected problems and works with critical managers/individual contributors as necessary in order to maintain schedule, quality parameters, budget and resource requirements.
- Attends and/or drives all team meetings and manages the inter-team and inter-plan communications, interdependencies, and schedules.
- Oversees and administers training/coaching in:
 - Planning and tracking methodology
 - Critical Path methodology
 - Use of planning and tracking software
 - Reporting formats and procedures

- Project team management:
 - Responsible for developing/administering Program review meetings (weekly Refresh Planning Meeting)
 - Maintain balance of focus on hardware and software activities
 - Provides weekly management reporting of program status