



QUANTUM IMPROVEMENTS
CONSULTING

Job Description

Title: Software Project Manager

Type: Full-time Employee

Salary: Commensurate with experience and job location (starting at \$85,000)

Location: The ideal candidate will be available to work three days a week at QIC offices in Orlando, FL (2 days from home). Fully remote candidates will be considered.

Purpose:

The Software Project Manager will drive the enhancement and maintenance of a mobile learning application through close coordination with customer and collaborator stakeholders. This role involves managing technical work, budgets, and schedules to ensure timely and quality deliverables for our government customer. The Project Manager will be responsible for managing relationships with customers and ensuring successful collaboration among a diverse team of learning scientists, software developers, and instructional designers. The Project Manager directs the resources of the technical team, reports on progress, issues, and problem areas, as well as writes and reviews technical documents.

Duties and Responsibilities:

- Effectively manage Agile software development projects
- Facilitate Scrum ceremonies, including Sprint Planning, Review, and Retrospectives
- Utilize JIRA and associated apps to support day-to-day tasking, time charging, and reporting
- Ensure meeting minutes are captured and documented
- Develop and manage Integrated Management Plans for proposals and new contracts incorporating tasks, milestones, resources, and schedules
- Foster and maintain strong customer relationships to understand needs, resolve issues, and ensure satisfaction
- Lead effective communication across a diverse team to align goals and priorities
- Control project risk through ongoing risk identification, assessment, review, and mitigation
- Ensure products are delivered with high quality while maintaining budget and schedule
- Conduct and support regular project meetings and evaluations internal to the team and with the customer
- Prepare program status reviews and other formal reviews to be presented to the client
- Monitor and evaluate subcontractor performance to ensure successful project completion
- Manage quality assurance processes
- Support documentation requirements as needed

Qualifications:

- Authorized to work in the U.S.
- Bachelor's Degree in Instructional Technology, Project Management, Business Operations, or a related field
- Proficient with Agile and Scrum methodologies
- Proficient with Atlassian JIRA
- Excellent verbal and written communication skills
- Proven ability to manage customer relationships
- Three (3) to five (5) years of related work experience, particularly in learning technology or mobile learning applications
- Familiarity with Microsoft Word, Excel, PowerPoint, Project
- Ability to obtain and maintain a SECRET level clearance

Preferred:

- PMP Certification
- Experience managing distributed teams
- Experience managing subcontractors
- Experience performing for government customers
- Experience with Atlassian products (JIRA)

Work Environment:

This position does not require physical activities beyond a typical office environment. It does require computer use, web-based video communications (e.g., Teams) and telephone use.

Travel:

Travel is minimal (0-10%) and is to client sites for meetings.

Security Clearance:

All employees must have or be capable of acquiring a Secret DoD security clearance. Guidelines indicating those items that may prevent you from obtaining a security clearance can be found here: <http://www.fas.org/sgp/isoo/guidelines.html>.

Background Check and Drug Testing:

Our clients may require background checks and drug testing.

Equal Opportunity:

QIC is an equal opportunity employer and values diversity in the workplace. We encourage all qualified individuals, including those with military backgrounds, to apply for this exciting opportunity.