

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor for Implementation, AD-0301-00

FUNCTIONAL TITLE

Associate Director of Implementation

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 5

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Leads efforts to establish an integrated project management structure across the Agency. Directs projects to develop and implement consistent standardized business processes regarding project management, program management, and process improvement principles and practices across the Agency related to BIL and other strategic priorities. Leads efforts to develop an integrated master schedule that visualizes all infrastructure and reconciliation implementation activities across EPA and can be used to easily identify projects based on owner, status, and dependencies. Works with Agency senior leadership, managers, and division representatives to establish such processes, communicating across the Agency regarding the use of and specific requirements for project management and process improvement, and providing clear and consistent direction for the implementation of such business processes. Works with leadership to develop and execute the most effective and practical approach by which to bring these plans to fruition.
2. Works collaboratively with program, support, and regional offices to document and support implementation activities. Works closely with the Senior Advisor to the Administrator and other Associate Directors of Implementation. Determines appropriate products or services with stakeholders to define project scope, requirements, and deliverables. Develops, modifies, or provides input to project plans, coordinates and integrates project activities, and works with various Agency representatives to implement project plans to successfully meet objectives. Manages, leads, or administers project resources. Monitors project activities and resources to mitigate risk. Makes improvements, solves problems, and/or takes corrective action when problems arise.
3. Provides expert guidance on strategy development, organization strategy and design, performance measurement, and project management. Coordinates efforts of the project teams, information technology platforms, process improvement efforts, and services across the Agency. Manages the creation of a common set of standardized project

management principles, practices, and templates for managing various organizational projects. Standardization refers to consistency of the application of rules and management tools in executing and tracking the progress of various projects and the associated metrics. Monitors project activities for achieving agreed upon milestones, verifying and validating cost projections, meeting user requirements, and delivering projected benefits.

4. Develops and coordinates development of status reports and briefings, data collection and analysis, and action plan/project plan development. Gives presentations or briefings on all aspects of the project to include Phase, Milestone, and Final Project Reviews. Identifies project documentation requirements or procedures. Works with project representatives and participants Agency wide to develop and implement Product Release Plan.