| | Technical Project Management Tasks and KSAs | |
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Tasks

| Project Plan Avg T-1 Follow project plan, including defining scope and time requirements. 2.9 T-2 Identify information technology project resource requirements. 3.2 T-3 Follow guidelines for system implementation. 2.2 Perform meds analysis to determine opportunities for new and improved business process solutions. 2.5 T-4 participate in determining opportunities for new and improved business process solutions. 3.2 T-6 Analysis to determine opportunities for new and improved business process solutions. 3.2 T-6 Analysis to determine opportunities for new and improved business process solutions. 3.1 T-7.6 Contribute contingency plans regarding project risks. 3.1 T-8 Provide input on project costs, design concepts, or design changes. 3.4 T-10 Follow methods to monitor and measure risk, compliance, and assurace efforts. 3.1 T-14 Identify undersk critical milestones. 3.4 T-14 Report project status. 3.6 T-14 Identify undersk critical measure risk, compliance, and assurace efforts. 3.7 T-14 Identify stos checlues, or resources. 3.7 <th colspan="5">SPECIFIC THINGS an entry level person would BE EXPECTED TO PERFORM on the job WITH LITTLE SUPERVISION.</th> | SPECIFIC THINGS an entry level person would BE EXPECTED TO PERFORM on the job WITH LITTLE SUPERVISION. | | | | |
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| K-5Knowledge of Risk Management Framework (RMF).3.1 | К-4 | | 2.9 | | |
| | K-5 | | 3.1 | | |
| | K-6 | Knowledge of resource management principles and techniques. | 3.3 | | |

| K-7 | Knowledge of business and management principles involved in strategic planning, resource allocation, coordination of human resources modeling, leadership technique, production methods, and coordination of people and resources. | 2.8 | |
|---|--|------------|--|
| K-8 | Knowledge of system life cycle management principles, including software security and usability. | 3.0 | |
| K-9 | Knowledge of the organization's enterprise information technology (IT) goals and objectives. | 3.1 | |
| K-10 | Knowledge of the resources and methods to identify and stay current with the organization's enterprise | 3.7 | |
| K-10 | information technology (IT) goals and objectives. | 5.7 | |
| K-11 | Knowledge of the organization's core business/mission processes. | 3.4 | |
| K-12 | Knowledge of project management software and planning tools, including tracking and milestones. | 3.4 | |
| K-13 | Knowledge of risk/threat assessment. | 3.3 | |
| K-14 | Knowledge of principles and processes for providing customer and professional services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. | 2.9 | |
| K-15 | Knowledge of standard operating procedures regarding project plan evaluation, resource allocation and availability, as well as project reviews and changes. | 4.0 | |
| K-16 | Knowledge of capabilities and requirements analysis. | 3.2 | |
| K-17 | Knowledge of industry-standard and organizationally-accepted analysis principles and methods. | 3.1 | |
| K-18 | Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. | 3.6 | |
| K-19 | Knowledge of agile methodologies (iterative/adoptive). | 3.1 | |
| K-20 | Knowledge of waterfall methodology. | 2.9 | |
| K-21 | Knowledge of the elements of a Scrum board and how they operate. | 3.0 | |
| K-22 | Knowledge of documentation mechanisms and procedures. | 3.4 | |
| K-23 | Knowledge of project management terminology (specifically definitions and roles of Product Manager, team roles, stakeholders, Program Manager and Project Manager). | 3.5 | |
| K-24 | Knowledge of project management frameworks and principles. | 3.7 | |
| K-25 | Knowledge of RACI charts and how to use them. | 3.8 | |
| Skills The capabilities or proficiencies developed through training or hands-on experience. Skills are the practical application of theoretical knowledge. Someone can take a course to gain knowledge of concepts without developing the skills to apply those concepts. Development of skills requires hands-on application of the concepts. | | | |
| S-1 | Skill in identifying measures or indicators of project performance and the actions needed to improve or correct performance relative to the goals of the project. | 3.0 | |
| S-2 | Skill to translate, track, and prioritize information needs and intelligence collection requirements. | 2.7 | |
| S-3 | Skill in thinking critically, evaluating pros and cons of different ways to solve a problem. | 3.6 | |
| S-4 | Skill in writing materials for co-workers or customers. | 3.6 | |
| S-5 | Skill in reading work-related information. | 3.8 | |
| S-6 | Skill in coordinating and changing what is done based on other people's actions. | 3.3 | |
| S-7 | Skill in managing your time and the time of other people. | 3.7 | |
| S-8 | Skill in listening to others, not interrupting, and asking good questions. | 3.6 | |
| S-9 | Skill in actively learning: Figuring out how to use new ideas or things. | 3.4 | |
| S-10 S-11 | Skill in communicating with others virtually and in person. | 3.7 3.6 | |
| 3-11 | Skill in sharing and presenting information to others. Skill in monitoring: Keeping track of how well people and/or groups are doing in order to make | 5.0 | |
| S-12 | improvements. | 3.3 | |
| S-13 | Skill in social perceptiveness: Understanding people's reactions. | 3.1 | |
| S-14 | Skill in problem solving: Noticing a problem and figuring out the best way to solve it. | 3.4 3.2 | |
| S-15 | | 5/ | |
| S-16 | Skill in negotiating: Bringing people together to solve differences. Skill in using productivity software, spreadsheets, word processing, email, collaboration tools, and file- sharing. | 3.4 | |

| S-18 | Skill in conflict resolution. | 2.9 | | |
|-----------|--|----------|--|--|
| S-19 | Skill in facilitation. | 3.1 | | |
| S-20 | Skill in effectively influencing others. | 2.7 | | |
| S-21 | Skill in documenting key decisions. | 3.6 | | |
| S-22 | Skill in effectively managing change and the communication and enforcement thereof. | 3.1 | | |
| S-23 | Skill in adaptive project management. | 3.1 | | |
| S-24 | Skill in recognizing and controlling scope creep. | 3.7 | | |
| | Abilities | | | |
| Abilitie | Abilities have historically been used to describe the innate traits or talents that a person brings to a task or situation. Many | | | |
| реор | le can learn to negotiate competently by acquiring knowledge about it and practicing the skills it requires. A fe | ew are | | |
| brilliant | negotiators because they have the innate ability to persuade. In reality, abilities may be included under skill | s or may | | |
| | be separated out. | | | |
| A-1 | Ability to use rules to solve problems. | 3.4 | | |
| A-2 | Ability to make general rules or come up with answers from detailed information. | 2.9 | | |
| A-3 | Ability to sequence and arrange activities. | 3.6 | | |
| A-4 | Ability to brainstorm ideas. | 3.3 | | |
| A-5 | Ability to adjust plans and milestones to changing priorities or customer requirements. | 3.6 | | |
| A-6 | Ability to critique project plans. | 3.1 | | |
| A-7 | Ability to develop alternative plans and workarounds. | 3.1 | | |
| A-8 | Ability to diagram or document interdependencies. | 3.2 | | |
| A-9 | Ability to orchestrate and communicate project resource and budgetary needs. | 3.5 | | |
| | Ability to orchestrate and communicate impact of changes on project plan. | 3.5 | | |
| | Ability to develop and deliver presentations. | 3.1 | | |
| A-12 | Ability to drive to a decision and manage conflict. | 3.8 | | |



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