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# John Smith - Project Manager (PM) - Resource #2

**Resume Number 2**

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| ***Current Employer*** | ***Languages*** |
| Acme Incorporated | English, Russian, French |
| Professional Profile Summary: | |
| Mr. Smith is considered by Department of Energy/National Nuclear Security Administration (DOE/NNSA) NA-252 management as one of the best resources for project management and leadership within their organization. Displays exceptional skill at multi-tasking and accomplishing tasks on time and within budget. Demonstrates the ability to effectively manage difficult projects and personnel to provide a cohesive project team. Accomplishes this by communicating expectations and manages based upon established goals. Allows each project team member to be responsible for individual tasks best suited to individual strengths.  Exhibits broad experience in program and project management in Domestic and International MPC&A and has the ability to manage multiple projects in a demanding environment. Creates strong cohesive multi-disciplinary project teams by employing excellent interpersonal skills. Designs, conducts and evaluates the effectiveness of MPC&A and Emergency Preparedness programs. Designs, conducts and evaluates the effectiveness of Second Line of Defense (SLD) Megaports equipment used for screening containerized cargo. Implements and manages Consequence Assessment activities designed to generate accurate information about potential impacts to the environment prior to and during an emergency response. Demonstrates the ability to develop cooperative relationships with in-country stakeholders that lay the groundwork for a mutual commitment to sustainability efforts, including sharing of information. Administers the Hazard Survey and Hazard Assessment processes that are used to “go beyond” the design basis and evaluate scenarios which could impact the safety and health of personnel.  Mr. Smith possesses an active DOE Q clearance.   * Total years of experience: 19 years. * Already possesses necessary approvals for access to sites for this project. | |
| Experience Relevant to this Project (incorporating SOW references) | |
| **SOW 5.1.1** Performed assessments and advised Department of Energy (DOE) management on the most effective use of personnel and equipment for the Regulatory Development Project and Second Line of Defense Megaports Initiative that involved multiple visits to four nations.  **SOW 5.1.2** In accordance with Project Management Body of Knowledge (PMBOK), supported DOE management for Regulatory Development Project and Second Line of Defense Megaports Initiative in development, update, and maintenance of Responsibility Assignment Matrices (RAM), which included personnel responsibilities and requirements to ensure activities are accounted for, regardless of personnel turnover. Also successful in achieving project objectives within time, cost, desired performance/technology level using defined Work Breakdown Structures (WBS) and adhering to configuration control.  **SOW 5.1.3** Maintained secure electronic project files for the Regulatory Development Project and Second Line of Defense Megaports Initiative that included procedures, contracts, and deliverables. Access to the electronic project files was limited to internal and external customers with a need-to-know.  **SOW 5.1.4** Conducted more than 20 Regulatory Development Project and Second Line of Defense Megaports Initiative financial assessments, reports, and analysis to ensure Recipient expenses (i.e., equipment, materials, and labor costs) are reasonable and based on contractually negotiated costs and the statement of work.  **SOW 5.1.5** In support of the DOE/NNSA NA-252 MPC&A Office Director, performed and supported multiple audit and evaluation activities over the past 7 years to ensure NA-252 projects conformed to programmatic requirements.  **SOW 5.1.6** Supported on-going consultation and meetings for the Regulatory Development Project and Second Line of Defense Megaports Initiative to refine project strategies to meet contract deliverables and communicate project status.  **SOW 5.1.7** Ensured all finalized deliverables for the Regulatory Development Project and Second Line of Defense Megaports Initiative were acceptable and compliant with the specified statement of work. | |
| Major Accomplishments | |
| * 2008—Present: Continued work with DOE/NNSA NA-255 management to revise and validate the Regulatory crosswalk with the MPC&A Program Sustainability Guidelines. This crosswalk will be used by the site upgrade teams to identify and ensure the sites have the necessary facility procedures in place to sustain the MPC&A upgrades within the established regulatory criteria. * 2005—Present: As Project Team Lead (PTL) for the Regulatory Development Project (RDP) within NA-255, has overseen the development of 165 new MPC&A regulations. * 2006—2008: As a Project Manager for Second Line of Defense Megaports Initiative, ensured a cooperative relationship with in-country stakeholders of the Philippines which allowed for the installation of 19 vehicle Radiation Portal Monitors and associated communication applications. Also coordinated the follow-up system level acceptance testing and operational testing and evaluation phases. The installed equipment is now capable of scanning 99 percent of all import, export, and transshipment cargo that are bound for the U.S. * 2007: Worked with DOE/NNSA NA-253 management to transition the Inspection Implementation Project from NA-255. This included assessing the identified work scope against NA-253 priorities to re-baseline the project. Once this was completed, the project was transitioned to NA-253. * 2006: DOE/NNSA NA-255 management requested assistance in re-baselining two regulatory development projects; the Former Soviet Union (FSU) RDP and the Ministry of Defense (MOD) RDP. The former became part of the current RDP. During the re-baseline, the six-step process developed for the RDP is now considered the standard for NA-25. | |
| Professional Affiliations and Certifications | |
| * Certified Project Management Professional from the Project Management Institute (Certificate attached to this resume). | |
| Mandatory Technical Criteria | |
| MT4.a: The Bidder must propose two (2) different named personnel in each of the following resource categories (below) for a total of eight (8) named personnel:  a) Project Manager   * John Smith * Acme meets this requirement to propose two PM resources, of which Mr. Smith is the second. | |
| MT10: a) A Bachelor’s Degree and at least five (5) years work experience as a Project Manager; OR  b) A High School diploma, and at least eight (8) years work experience as a Project Manager.   * a) MS in Industrial Safety Technology, University of Idaho, Moscow, Idaho * BS in Human Resource Management, University of Idaho, Moscow, Idaho * Mr. Smith has 8 years demonstrated work experience as a Project Manager * 2008—2009: Project Manager for Nuclear Nonproliferation Department at INL * 2003—2008: Program Manager of National Infrastructure and Sustainability Division, PNNL * 2001—2004: Program Manager at Argonne National Laboratory-West. | |
| MT11: The Project Manager must possess at least one (1) year Project Management work experience on projects outside North America, acquired during the last five (5) years from the end of the 2008 calendar year.   * Over 8 years of demonstrated Project Management work experience outside North America, 5 years of which were acquired during the last 5 years. * January 2005—Present: Project Manager for the Regulatory Development Project within DOE/NNSA NA-252, Office of National Infrastructure and Sustainability and responsible for coordinating with the RF, Nuclear Regulatory Committee of Ukraine, and the Atomic Energy Committee of the Republic of Kazakhstan to develop regulations that establish legal requirements for MPC&A activities for relevant ministries, agencies, services, operating organizations, and facilities. * October 2006—October 2008: Project Manager for the Second Line of Defense (SLD) Megaports Initiative for the U.S. DOE/NNSA. Responsible for planning, conducting, and authorizing all of the work for the Port of Manila within its approved scope, schedule, and budget and within the appropriate DOE/NNSA NA-256, and the Pacific Northwest National Laboratory (PNNL) SLD policies and procedures, including meeting all reporting and planning requirements. * July 2003—January 2007: Project Manager for the U.S. MPC&A RF Inspection Implementation Project, which developed and managed a comprehensive program designed to train, equip, and maintain Rostechnadzor MPC&A inspectors to monitor and inspect MPC&A activities at Russian nuclear facilities. * October 2000—June 2003: Deputy Project Manager for the MPC&A Inspection Implementation Project. | |
| MT12: The Project Manager must be a certified Project Management Professional for at least 2 years.   * Certified as a Program Management Professional (PMP) by the Project Management Institute. Has been a certified PMP for over 4 years. | |
| Point Rated Technical Criteria | |
| RT12: Experience in physical protection projects outside North America, including the minimum mandatory requirement of one (1) year. (4 points per year of demonstrated experience) Experience to be substantiated by specific dates, job descriptions, project summary and project value.   * Over 10 years of demonstrated experience in physical protection projects outside North America. * January 2005—Present: Project Manager for the Regulatory Development Project within DOE/NNSA NA-252, Office of National Infrastructure and Sustainability and responsible for coordinating with the RF, Nuclear Regulatory Committee of Ukraine, and the Atomic Energy Committee of the Republic of Kazakhstan to develop regulations that establish legal requirements for MPC&A activities for relevant ministries, agencies, services, operating organizations, and facilities. Many of these regulations identify the criteria of how Physical Protection will be implemented at Russian, Ukrainian, and Kazakhstan Nuclear Facilities. Manage a current annual budget of approximately $15.4M. * July 2003—January 2007: Project Manager for the U.S. MPC&A Inspection Implementation Project which developed and managed a comprehensive program designed to train, equip, and maintain Rostechnadzor MPC&A inspectors to monitor and inspect MPC&A activities at Russian nuclear facilities. Managed an annual budget of approximately $5.1. * October 2000—June 2003: Deputy Project Manager for the MPC&A Inspection Implementation Project which developed and managed a comprehensive program designed to train, equip, and maintain Rostechnadzor MPC&A inspectors to monitor and inspect MPC&A activities at Russian nuclear facilities. Managed an annual budget of approximately $3.8. * October 1998—September 2000: Subject Matter Expert (SME) in MPC&A on the Inspection Implementation Project which developed and managed a comprehensive program designed to train, equip, and maintain Rostechnadzor MPC&A inspectors to monitor and inspect MPC&A activities at nuclear facilities. Annual budget of approximately $1.2M. | |
| * RT13: Experience in physical protection outside North America. (5 points per each year of demonstrated experience with projects outside North America) * Over 10 years of demonstrated work experience in physical protection outside North America. * January 2005—Present: Project Manager for the Regulatory Development Project within DOE/NNSA NA-252, Office of National Infrastructure and Sustainability. Review and approve the deliverables of the Physical Protection regulations that identify the criteria of how Physical Protection will be implemented at Nuclear Facilities in the FSU. * July 2003—January 2007: Project Manager for the U.S. MPC&A Inspection Implementation Project. Worked closely with the Physical Protection Lead on the development of Physical Protection Inspection criteria for Restechnadzor. * October 2000 to June 2003: Deputy Project Manager for the MPC&A Inspection Implementation Project. Worked closely with the Physical Protection Lead on the development of Physical Protection Inspection criteria for Restechnadzor. * October 1998 to September 2000: SME in MPC&A on the Inspection Implementation Project. Developed Physical Protection Inspection training courses for the inspectors. | |
| RT14: Experience with the use of Project Management Software programs such as Microsoft Project. (5 points per each year of demonstrated experience with project management software)   * 8 years demonstrated experience. * Used Microsoft Project to track contract deliverables, assign resource to tasks, manage budget, and determine project progress since January 2001 as part of the following positions: * January 2005 to Present—Project Manager for the Regulatory Development Project * July 2003 to January 2007 - Project Manager for the US MPC&A Inspection Implementation Project * October 2000 to June 2003—Deputy Project Manager for the MPC&A Inspection Implementation Project | |
| RT15: Experience in conducting financial assessments and reporting. (15 Points per example of projects where financial assessments and reporting had been done)   * 4 demonstrated examples to meet this evaluation criterion. Experience included cost budgeting, resource planning, financial assessments and reporting, materials, contracts, and travel support: * January 2005—Present: Project Manager for the Regulatory Development Project * July 2003—January 2007: Project Manager for the U.S. MPC&A Inspection Implementation Project * October 2000—June 2003: Deputy Project Manager for the MPC&A Inspection Implementation Project * October 2006—October 2008: Project Manager for Second Line of Defense Megaports Initiative in the Philippines. | |
| RT16: Experience or a combination of work experience and education demonstrating working knowledge in each of the following: (5 Points per each example of projects meeting requirements listed)  Mr. Smith has 3 examples of projects which meet all the areas covered in this evaluation criterion.  a) Financial Management   * January 2005—Present: Project Manager for the Regulatory Development Project—Budget justification, planning, and reporting for staffing, materials, contracts for an annual budget of $15.4M. * October 2006—October 2008: Project Manager for Second Line of Defense—Budget justification, planning, and reporting for staffing, materials, contracts for an annual budget of $6.5M. * July 2003—January 2007: Project Manager for the U.S. MPC&A Inspection Implementation Project - Budget justification, planning, and reporting for staffing, materials, contracts for an annual budget of $5.1M.   b) Cost estimating   * January 2005—Present: Project Manager for the Regulatory Development Project—DOE/NNSA NA-252 Management requested the project to be re-baselined in 2005. To determine a new lifecycle budget an analogous method (top-down estimating) was used. The actual costs of a previous project were used as the basis in the determination the new lifecycle budget and costs of the project. * October 2006—October 2008: Project Manager for Second Line of Defense—Annual budgets and costs were developed by using historical information of individual activities and rolling up the individual estimates (bottom-up estimating). * July 2003—January 2007: Project Manager for the U.S. MPC&A Inspection Implementation Project—Annual budgets and costs were developed by using historical information of individual activities and rolling up the individual estimates (bottom-up estimating).   c) Scheduling of resources.   * January 2005—Present: Project Manager for the Regulatory Development Project. Responsible for developing and maintaining a fully integrated project schedule which includes all planned project activities and trips. This allows the project team to prioritize their schedule to meet project expectations. * October 2006—October 2008: Project Manager for Second Line of Defense. Responsible for developing and maintaining a fully integrated project schedule which included all planned project activities and trips. * July 2003—January 2007: Project Manager for the U.S. MPC&A Inspection Implementation Project Defense. Responsible for development and maintaining a fully integrated project schedule which included all planned project activities and trips. | |
| RT17: The PM should be certified as a Project Management Professional (PMP) by the Project Management Institute  Mr. Smith is a Certified Project Management Professional from the Project Management Institute and has been a certified PMP for over 4 years.  A copy of Mr. Smith’s current Certification is attached. | |
| Chronological Employment History: | |
| **Company: Acme Incorporated March 2009—Present** **Title:** **Senior Security Specialist and Project Manager**   * Project Manager for the Nuclear Non-proliferation Department and assigned to provide specific support to the DOE/NNSA NA-252 MPC&A Office Director.   **U.S. Department of Energy 1991-2009** Idaho National Laboratory 2008-2009 Project Manager   * Project Manager for the Nuclear Non-proliferation Department and assigned to provide specific support to the DOE/NNSA NA-252 MPC&A Office Director. Project Manager for the Regulatory Development Project within DOE/NNSA NA - 252, Office of National Infrastructure and Sustainability and responsible for coordinating with the Russian Federation, Nuclear Regulatory Committee of Ukraine, and the Atomic Energy Committee of the Republic of Kazakhstan to: establish legal requirements for MPC&A activities for relevant ministries, agencies, services, operating organizations, and facilities; establish consistency of MPC&A requirements across ministries, operating organizations, and facilities; provide explicit regulatory and administrative requirements for each nation’s national MPC&A inspection and enforcement process and internal oversight of MPC&A activities at operating organizations and facilities that fall under the jurisdiction of their regulatory body; foster an MPC&A culture and help sustain upgrades by creating incentives for effective MPC&A and sanctions for non-compliance; provide assurance to the governments, the public, and the international community that nuclear materials are secure; secure appropriate funding to support identified work scope within the division.   Pacific Northwest National Laboratory 2003-2008 Program Manager   * National Infrastructure and Sustainability Division Manager for the PNNL International Material Protection, Control, and Accounting Program and assigned to provide specific support to the DOE/NNSA NA-252 MPC&A Office Director, coordinate the PNNL resources, and provide program management oversight to project teams supporting the division. Also responsible for interfacing with DOE/NNSA NA-252 management to fully understand their needs and present a coordinated PNNL response to inquiries. Specific responsibilities include: acting for the Program Manager in his absence; provide support to DOE/NNSA NA-252 Office Director in development of Office management processes and requirements; coordinate DOE/NNSA NA-252 Office-wide requests for information; act as a single point of contact for DOE/NNSA NA-252 Office Director and project teams within the division; review project work plans and monthly reports prior to submission to DOE/NNSA NA-252, provide comments to Project Team Leads (PTLs) and technical experts; secure appropriate funding to support identified work scope within the division; review and approve foreign travel trip reports (FTTR); coordinate annual project reviews for projects within division and participate in reviews of projects within other divisions; participate in Program Management meetings with Program Manager; integrate with other Divisions to ensure consistency and efficiency of management processes and approaches; manage Division-wide resource needs for the Program and coordinate with other Divisions to identify resource opportunities and availabilities; provide training and mentoring to project staff and ensure staff understand all relevant program policies and procedures; provide areas of improvement feedback to Program Manager. * Project Manager for the Regulatory Development Project within DOE/NNSA NA - 252, Office of National Infrastructure and Sustainability and responsible for coordinating with the Russian Federation, Nuclear Regulatory Committee of Ukraine, and the Atomic Energy Committee of the Republic of Kazakhstan to: establish legal requirements for MPC&A activities for relevant ministries, agencies, services, operating organizations, and facilities; establish consistency of MPC&A requirements across ministries, operating organizations, and facilities; provide explicit regulatory and administrative requirements for each nation’s national MPC&A inspection and enforcement process and internal oversight of MPC&A activities at operating organizations and facilities that fall under the jurisdiction of their regulatory body; foster an MPC&A culture and help sustain upgrades by creating incentives for effective MPC&A and sanctions for non-compliance; provide assurance to the governments, the public, and the international community that nuclear materials are secure; secure appropriate funding to support identified work scope within the division. * Project Manager for the Second Line of Defense (SLD) Megaports Initiative for the US Department of Energy’s NNSA; Responsible for planning, conducting, and authorizing all of the work for the Port of Manila within its approved scope, schedule, and budget and within the appropriate DOE/NNSA NA-256, and PNNL SLD policies and procedures, including meeting all reporting and planning requirements. Specific duties include: develop and maintain Project Work Plans subject to DOE/NNSA NA-256 review and approval; communicate with the PNNL SLD Program Manager and all other project team members on a regular basis regarding planning, progress, and status of work.; develop and maintain a fully integrated project schedule which includes all planned project activities; serve as Technical Administrator responsible for developing statement of works or procurement specifications; track project spending by laboratory to ensure budget requirements are maintained; and oversee all project activities.   Pacific Northwest National Laboratory (concurrent assignment) 2003-2007  Project Manager  Project Manager for the US MPC&A Inspection Implementation Project within DOE/NNSA NA - 252, Office of National Infrastructure and Sustainability and responsible for managing a comprehensive program designed to train, equip, and maintain Rosatom and Rostechnadzor MPC&A inspectors to monitor and inspect MPC&A activities at Russian nuclear facilities.  Argonne National Laboratory 2001-2004 Program Manager  Provided strategic planning and technical program development, policy development and administrative support to ANL-West senior management. Coordinated and developed programs for US DOE/NNSA Office of International Nuclear Material Protection and Cooperation.  Emergency Management Coordinator 1999-2001  Managed and directed the operations of the Emergency Management Department. Organized, directed, and trained the ANL-West Emergency Response Organization.  Safeguards Section Leader 1994-1999  Managed and directed the operations of the ANL-West Safeguards Section. Included the management of material control and accountability, measurement and measurement control, information security, and classified computer security as prescribed by DOE Orders and Laboratory policy and procedures.  Engineering Technician/Waste Supervisor 1993-1994  Provided waste management expertise in the day-to-day operations of handling hazardous and radioactive waste at the Fuel Conditioning Facility.  Health Physics Technician 1991-1993  Provided guidance in safety procedures and radiological protection for personnel, facilities, and equipment. | |