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| <b>Position Title:</b>                             | <b>Sr. Project Portfolio Manager</b>   |                  |                         |
| <b>Requisition #:</b>                              | <b>PPM-2006-029</b>  | <b>Location:</b> | <b>Reston, Virginia</b> |
| <b>About Definitive Business Solutions:</b>        | <p>Definitive Business Solutions (Definitive) helps clients manage risk and improve performance by delivering proven and integrated solutions. The Definitive Solution Portfolio includes methodologies and tools for managing Information Technology, Information Security, and Business Continuity. Founded in 2003, Definitive is a privately-held company headquartered in Reston, Virginia with a Data Center located in Whippany, New Jersey, and offices in: Atlanta, Georgia; Durham, North Carolina; and Morristown, New Jersey.</p> <p>Definitive is currently experiencing significant business growth, and is committed to reinforcing its leadership role while sustaining and promoting the Definitive core values. For more information, please visit the Definitive Business Solutions, Inc. web-site at: <a href="http://www.DefinitiveInc.com">www.DefinitiveInc.com</a></p>   |                  |                         |
| <b>Responsibilities:</b>                           | <p>The Sr. Project Portfolio Manager will be part of a team that tailors, implements, and trains cross-functional Portfolio Management Teams (PMTs) to assess the "business value" of competing projects, and make decisions regarding the allocation of investment resources. This position is responsible for assisting one or more clients in the implementation of our pre-defined Integrated Portfolio Management (IPM) capability. This individual will also assist in the design and development of capability enhancements.</p> <p><u>Specific objectives include:</u></p> <ul style="list-style-type: none"> <li>• Train, coach, and mentor PMT Team Members as required</li> <li>• Tailor detailed workflow, procedures, and support aids</li> <li>• Build project scoring models to meet the specific needs of client,</li> <li>• Schedule, administer, and facilitate PMT meetings -- ensure agenda readiness</li> <li>• Administer PMT action items, risks, and issues</li> <li>• Perform project pipeline &amp; portfolio analyses, make recommendations as appropriate</li> <li>• Produce timely and accurate pipeline and portfolio reports</li> <li>• Identify and implement continuous process improvements</li> </ul> |                  |                         |
| <b>Required Skills, Attributes, and Education:</b> | <ul style="list-style-type: none"> <li>• Strong background in Project Portfolio Management, with 5+ years of experience</li> <li>• Highly motivated and process-oriented</li> <li>• Experience with the Analytic Hierarchy Process (AHP), and modeling strategic objectives</li> <li>• Strong facilitation, interpersonal, and organizational skills</li> <li>• The ability to communicate clearly and thoroughly (both verbally and in writing) with people of various disciplines is essential</li> <li>• Strong analytical background</li> <li>• Bachelor's Degree in a relevant field</li> </ul>   |                  |                         |
| <b>Desired Skills, Attributes, and Education:</b>  | <ul style="list-style-type: none"> <li>• Demonstrated success using at least 3 of the following methodologies:               <ul style="list-style-type: none"> <li>- Governance Systems</li> <li>- Portfolio Analysis &amp; Selection</li> <li>- Pipeline Management</li> <li>- Performance Management</li> <li>- Program Management &amp; Project Management</li> <li>- Resource Management &amp; Risk Management</li> <li>- Business Case Analysis</li> </ul> </li> <li>• 3-5 years of Profit &amp; Loss management experience</li> <li>• Management consulting experience</li> <li>• Master's Degree in a relevant field</li> </ul>  |                  |                         |
| <b>Certification Requirements:</b>                 | Project Management Professional (PMP) is a plus!   |                  |                         |
| <b>Travel Requirements:</b>                        | 25-50%, based on business need   |                  |                         |