

DEFENSE INFORMATION SYSTEMS AGENCY (DISA) PROJECT CONTROL

DISA is responsible for planning, engineering, acquiring, fielding, and supporting global net-centric solutions to serve its customers' needs under all conditions of peace and war. Their mission is to provide global net-centric solutions for the Nation's warfighters and all those who support them in the defense of the nation. To meet this mission, the delivery of telecommunication services must be the best in class to keep pace with the needs of our nation's warfighters. DISA strives to increase the "service" aspect of the Defense Information Systems Network (DISN) program. Understanding the customer's needs and focusing on Customer Relationship Management (CRM) promises faster service delivery at lower costs, higher customer satisfaction, and from this, better service to the warfighters.

In support of this mission and through a subcontract to Oberon, Inc., *Intekras* Project Control Specialists perform the following tasks:

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- Manage project activities and report progress utilizing scheduling software.
- Track divisional action items and suspenses, ensuring timely completion and submission.
- Review and edit technical documents, including program plans, training plans, briefings, and white papers, to ensure high quality deliverables.
- Analyze administrative and support processes to identify problem areas. Provide recommendations and alternatives for gaining efficiencies and increased productivity.
- Generate process flow charts to clearly communicate steps to all stakeholders.
- Track weekly and monthly activities. Prepare status reports for submission to senior management.
- Conduct web meetings and conferences via Defense Connect Online (DCO) and E collabCenter. Coordinate all meeting logistics, prepare agendas, and distribute minutes.
- Analyze project costs, track funding status, and assist in budget preparation for labor and Other Direct Costs (ODCs).
- Train Support Services staff in areas where deficiencies have been identified, including software and processes.
- Facilitate the onboarding process to assure quick ramp up of new team members and increased team productivity.