**Alan Bloggs**

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24/05/1982

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Capability Statement

* An efficient and reliable Project Manager with 15 years experience across a range of industries including banking and logistics.
* Strong track record in project delivery from both an execution and stakeholder management perspective.
* Strengths include the ability to implement structure and control, with demonstrated experience successfully working in environments of change and restructure.
* Exceptional communication skills and a personable nature enable the formation of strong relationships across a variety of stakeholders.

Professional Certification

* Certified Prince 2 Practitioner

**EDUCATION**

* Post Graduate Diploma in Information Systems (RMIT University)
* Bachelor of Commerce (University of Sydney)

Professional Experience

**Company X Jul 2011 – Feb 2012**

**Senior Project Manager**

* Delivery of document, system, data and business changes required to support the introduction of the Personal Property Security Reform. This national regulatory reform represented the single largest change in the last 20 years to the way financiers secure the credit provided.
* Project management of a $20m+ program of work, involving over 70 resources across 7 work streams.
* Management of multiple external vendors, including both onshore and offshore.
* Update and consolidation of the security and product documentation (including terms & conditions) across the Bank, introducing simplification where appropriate.
* Supporting the changes to over 18 applications, including the development of a new dedicated PPS application
* Migration of close to 450,000 records onto the new PPS Register
* Execution of over 2600 test cases with a near zero defect status at go live
* Updates to over 1500 intranet pages covering policy, processes & procedures
* Roll out of 10 training modules across circa. 5,500 staff

##### Key Achievements

* Successfully met the target go live date for the project of 30 January 2012, with the program health at GREEN and tracking to schedule / budget with strong stakeholder engagement throughout the Go Live activities.
* Successfully reorganised the Business Analysts team to drive higher levels of engagement with business unit stakeholders and cross skilling.
* Identified opportunities to reduce total project spend by several hundred thousand dollars through changes to resource utilisation and contract negotiation.

**Company Y** **Jun 2009 – Jun 2011**

**Project Manager**

* Manage two project streams of work with up to 5 projects being worked on at anyone time across the two streams. The duration of the projects would run from 1 month to 18 months. Budgets for these projects were up to $1.6 million.
* Put together complete project plan including schedule, project budget and risk assessment.
* Facilitate stakeholders prioritisation of projects. Work closely with Operation Teams, Product, Risk, Legal, Marketing, IT, Super Technical Team, Sales and other Macquarie Groups to meet business objectives.
* Maintain risks and issues register, produce weekly report for stakeholders, report on progress to senior management at regular steering groups.
* Assignment of project work to team members. Monitor team performance and conduct performance reviews.
* Attend superannuation legislative and product group meetings with a system vendor and their clients. My representation was to ensure the vendor was planning to deliver enhancements to the system that my team were aware of concerning upcoming legislative changes that would impact on how the system needed to behave to remain compliant.
* Review all project documentation including business requirements, test plans and technical specifications.
* Run working groups and produce project status updates.
* Conduct Post Implementation Reviews.

##### Key Achievements

* Project managed a system upgrade over 18 months with more than 280 enhancements, bug fixes and compliance/legislative changes. I project managed this across 3 project teams with 25 people working on the project.
* Negotiated a reduction in cost of $55,000 or 42% to a system enhancement with a vendor enabling additional enhancements to be included in the release.
* Consistently delivered six Periodic Super/Pension member statement projects on time and to budget over a period of 3 years to meet with legislative, compliance, industry, plus product and business requirements.
* Fostered a change to a vendor’s schedule for an upcoming system release by selling the benefits of having a longer period to report system bugs from the testing cycles to the vendor’s other clients. The outcome was an improvement in the quality of the deliverable with 27% less unresolved bugs on implementation compared with previous releases.

**Company Z Jan 2008 – Apr 2009**

**Project Manager**

* Responsible for the management of large projects across the organisation and delivery of customer satisfaction especially in relation to fulfilment to HCF members.
* Change management of both internal staff and users including communications planning, issue resolution, risk mitigation and change impact assessment.

##### Key Achievements

* Delivered $3 million dollar project on time and under budget by creating a one team work ethic between the business and IT. This involved using clear communication, continuous scope management, ensuring resourcing requirements were met, documented processes, strong governance, clear and open reporting to the Project Control Board, management of risks and issues as they arose and strong management across the whole team.
* Managed a team of 5 project resources who delivered 20 sets of project documentation – BPM process maps, and business requirements within 12 months.

Secured buy-in of operational business areas for ongoing adherence to sound project management methodologies, including use of BPM (Business Process Mapping), documented business requirements and project governance.

**Interests & Hobbies**

Water Sports, guitar playing, rugby, member of the Choral Group and socialising with my friends

**References**

Available upon request