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# Example of Lead Program Job Description

Our growing company is hiring for a lead program. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead program

* Make users aware of new features
* Process Owner and management for establishing project estimates that include a technical response, estimated staffing resources, costs for labor, hardware procurement, software procurement, implementation, O&S costs across the FYDP, travel, ODCs, a bill of materials list with associated items descriptions, types of equipment, price, and capacity, and key milestones
* Identify project risks and develop risk matrix and mitigation plans
* Manage all phases of the the standard change process that assigns small initiatives for exection including schedule and performance adherence
* Effectively collaborate and communicate across various IC stakeholders, engineering components, and operations and sustainment teams to maintain project goals and objectives
* Evaluate and recommend changes and/or process improvement to address performance, standardization and industry best practices
* The Program Leader will assume overall responsibility for scope management - Work with project sponsors and customers to define
* Formally supervise day-to-day work of administrative support team to include scheduling, assigning, and prioritizing workloads, setting appropriate deadlines, reviewing work for quality and timeliness, and providing performance review input
* End to end quality leadership responsibility in product development project scope
* Assure adherence to the product quality, reliability and regulatory compliance requirement in the product development process

## Qualifications for lead program

* Good understanding of operating in a global organisation
* Ability to work with all levels of internal staff, outside clients and vendor
* 10 years of experience in test and evaluation
* This specific management role will require self-motivation, quality performance, decision making and the ability to work effectively under minimal supervision
* There may be required travel OCONUS to diplomatic of which may include critical threat locations around the world with austere living conditions
* Bachelor’s degree required in related field – – Information Technology, Computer Science OR in lieu of degree, 14+ years of related work experience may be considered