



Clayton Search

- **Title:** Capital Planning Analyst
- **Location:** Springfield, VA
- **Clearance:** Secret clearance, eligible for TS

Overview:

My Client is seeking a highly motivated, team-oriented individual to fill the role of **Capital Planning Analyst** to provide IT capital planning and investment control (CPIC). The preferred candidate will be customer service-oriented self-starter with strong communications skills.

Responsibilities:

- Provide Investment Procurement Support (Execute Capital Planning and Investment Control (CPIC) activities/tasks)
 - Develop Business Case
 - Mission Needs Statement
 - 53 Profile
 - Market Research
- Provide Capital Planning and Investment Control (CPIC) analysis and policy analysis support.
- Assist, under the supervision of the senior management analyst, in the performance of analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions.
- Execute IT Governance activities/tasks.
- Execute Capital Planning and Investment Control (CPIC) activities/tasks (including investment prioritization, selection, budget formulation, investment control, evaluation, and IT governance to increase accountability and cost control)
- Understand and use government budget processes to support the Agency with requesting, defending, and securing resources through the budget process.
- Provide support for the implementation and documentation the Capital Planning and Investment Control (CPIC) process.
- Provide CPIC Policy Guidance
- Conduct product reviews and functionality alignment reviews (Software requests and EIM process)
- Assist with CPIC Reviews (Annual Investment PIRs)
- Active CPIC Reviews would include IT Investments in one of the following categories:
 - Requirements Review: A review of Laws, Regulations, and Policies that impact the identified Business Requirements, Capabilities, and Services.
 - Analysis of Alternative: A review for compliance with federal, DoD, DAU and CPIC requirements
 - Business Case Review: A review for compliance with federal, DoD, DAU and CPIC requirements
 - On a monthly basis ensure a post implementation review is accomplished for IT Investments in the evaluate status that has not had an annual review done in the past 365 days

Qualifications:

- At least 5+ years of experience developing project documentation in accordance with project phases (Initiating, planning, etc.) and Capital Planning and Investment Control (CPIC) experience, including control reviews, and major and non-business case submissions.



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- Extensive experiences and knowledge of the Federal budget planning, justifications, and reporting cycle and associated requirements.
- Ability to draft investment business cases for Federal oversight reporting, including justifications and other materials for the Office of Management and Budget (OMB), specifically OMB's A-11 IT CPIC concepts, internal Federal policies related to IT, and existing and emerging legislation, e.g. IT Strategic Plan, TBM guidance, Governance Performance and Results Act, Clinger-Cohen Act, IT Management Reform Act, FITARA, and the Federal Acquisition Streamlining Act.
- Experience with the development and submission of OMB Major and Standard IT business cases and understanding of the federal appropriations cycle, e.g. E300.
- Knowledge of and experience with budget and performance integration and Microsoft Project Portfolio Management tool for reporting and management oversight.
- Experience with the entire CPIC lifecycle to include: concept inception (pre-select); project refinement and planning (select); project launch and execution (control); and project measurement and improvement efforts (evaluate).
- In depth experience developing reporting and project/portfolio management artifacts and methodologies, e.g. Work Breakdown Structures; Business analysis; Cost-Benefit Analysis; Earned Value Management; Risk Management; Performance Measurement analysis.
- Experience establishing IT project plans by determining project purpose, objectives, technical approach, schedules, funding, and staffing – experience developing project plans, risks plans, and alternatives of analysis.
- Experience gathering and documenting business and technical system requirements, developing alternatives of analysis, and justifications for large Federal Operations and Maintenance (O&M) programs.
- Ability to create excellent written materials, documenting various processes in support of enterprise-wide IT deployments.
- Experience creating and/or adhering to Federal policies in support of enterprise-wide IT deployments.
- Experience managing IT project planning and execution by managing changes; reviewing open issues; communicating essential information to project team and stakeholders.
- Experience preparing briefings and other written materials for executives related to O&M and new IT project status collecting, analyzing and summarizing information and trends.

Preferred Qualifications:

- ***Active Secret Clearance or ability to obtain Top Secret***
- Familiarity with State Department and the Managing State Projects (MSP) project cycles – Familiarity with the Software Development Life Cycles (SDLC)
- ITIL Certification or Lean Six Sigma
- Experience with Cloud services in the federal sector (Google Apps, Amazon, Web Services, etc.)
- PMP Certification
- Experience with Government financial systems and tools, such as iMatrix, Integrated Logistics Management Systems (ILMS)/Global Financial Management System (GFMS).
- Foundational understanding of emerging financial reporting structures in the Federal government, e.g. Technology Business Management (TBM) experience or certification.
- CPA and/or MBA is a plus.