

SRTA 25-046 STRATEGIC MANAGEMENT ADVISORY and CONSULTING SERVICES
JOB TITLE DEFINITIONS

RESOURCE / JOB TITLE (At a minimum)	DEFINITION
Senior Partner	<p>Functional Responsibilities (<i>This role may share the same responsibilities as the Principal Partner; however, this role has the ability to manage the Principal's roles & responsibilities</i>):</p> <ul style="list-style-type: none"> • Provides executive level consultation services to the Authorized User. • Provides senior-level interface with the Authorized User and manages daily operations. • Ensures the timely performance and completion of all contractual obligations. • Organizes and directs the overall performance of the contract. • Possesses the authority to make binding decisions on behalf of the Supplier. • Formulates the organizational strategy and directs major strategic initiatives. • Ensures that goals and objectives are accomplished within budgetary parameters. • Develops and maintains customer relationships. • Assists on large, complex or multi-discipline engagements. • Allocates financial and human resources along with material assets. • Formulates and enforces work standards. • Participates in the design phase of tasks and ensures their successful execution.
Principal/Partner	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Provides executive level consultation services to the Authorized User. • Provides senior-level interface with the Authorized User and manages daily operations. • Ensures the timely performance and completion of all contractual obligations. • Organizes and directs the overall performance of the contract. • Possesses the authority to make binding decisions on behalf of the Supplier. • Formulates the organizational strategy and directs major strategic initiatives. • Ensures that goals and objectives are accomplished within budgetary parameters. • Develops and maintains customer relationships. • Assists on large, complex or multi-discipline engagements. • Allocates financial and human resources along with material assets. • Formulates and enforces work standards. • Participates in the design phase of tasks and ensures their successful execution.
Senior Director	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Develop and execute the Authorized User's/client's business strategies in order to attain goals. • Provide strategic advice to the board and Chairperson. • Prepare and implement comprehensive business plans. • Plan cost-effective operations and market development activities. • Establish agency policies and legal guidelines. • Supervise the work of executives providing guidance and motivation to drive maximum performance. • Ensure a positive work environment. • Prepare and/or coach leadership on performance appraisal, training and professional development activities.
Senior Consultant	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Manages the day-to-day operations. • Ensures the quality and timely completion of projects. • Provides technical and subject matter expertise in fulfillment of Statements of Work. • Participates as a senior team member providing high-level consulting services. • Plans, organizes, and executes project tasks in successful delivery of services. • Develops and defines strategic visions. • Plans, directs, controls, schedules, coordinates, and organizes management of tasks. • Provides customer interface in fulfillment of Statements of Work. • Possesses authority and responsibility for the execution of Statements of Work. • Plans, organizes, and oversees all subordinate work efforts. • Ensures quality standards and work performance on all Statements of Work and projects. • Organizes, directs, and manages support services.
Consultant	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Applies administrative, consultative, and technical expertise in fulfillment of Statements of Work • Plans, organizes, executes, and controls project tasks in successful delivery of services • Interfaces with client on a day-to-day basis to ensure delivery of project status • Applies a broad set of management skills and technical expertise as a project leader • Provides solutions through analysis • Directs subordinates in the completion of task orders • Organizes, directs, and manages support services • Assigns tasks and oversees projects • Directs project activities in fulfillment of contract deliverables and Statements of Work • Trains customer personnel through formal classroom courses
Junior Consultant	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Applies a broad set of subject matter and technical expertise • Directs the completion of projects within estimated timeframes and budget constraints • Organizes, directs, and manages support services • Serves as a member of a team performing mid-level assignments • Provides solutions through analysis • Conducts customer training through formal classroom courses, workshops, and seminars
Business Consultant	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Analyze and evaluate client requirements and business goals. • Recommend appropriate strategies and logistics to increase business opportunities. • Create different analytical role models appropriate to projects. • Identify and implement operational business logistics. • Conduct research and information gathering. • Initiate structure documentation and presentation of findings. • Identify and document functional requirements, information sources, distribution paths and system specifications. • Perform financial analyses and make reports. • Drive process improvements and efficiencies. • Integrate best practices while evaluating business prospects, goals and objectives.

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Associate Business Consultant	<p>Functional Responsibilities: Duties as assigned by the Business Consultant; at a minimum, the following may apply:</p> <ul style="list-style-type: none"> •Analyze and evaluate client requirements and business goals. •Recommend appropriate strategies and logistics to increase business opportunities. •Create different analytical role models appropriate to projects. •Identify and implement operational business logistics. •Conduct research and information gathering. •Initiate structure documentation and presentation of findings. •Identify and document functional requirements, information sources, distribution paths and system specifications. •Perform financial analyses and make reports. •Drive process improvements and efficiencies. •Integrate best practices while evaluating business prospects, goals and objectives.
Business Analyst	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> •Analyze the business processes in an organization or a company for inefficiencies and inadequacies. Make recommendations and approvals for solutions or improvements that can be achieved and attained through new technology or alternative uses of existing technology. •Act as a liaison between business stakeholders, such as management, customers or end users, and the software development or information technology team. •Analyze and communicate stakeholder needs by translating business requirements into software requirements. •Document and evaluate required data and information. •Use modeling, testing and data models to improve the flow of information through an organization to enhance project success.
Project Manager	<p>Functional Responsibilities:</p> <ul style="list-style-type: none"> •Plan project duties from execution to delivery. •Direct the team to achieve a common goal. •Delegate work effectively. •Manage the resource of time. •Manage the deployment deliverables. •Monitor progress and track roadblocks. •Conduct regular meetings. •Manage documentation and reporting. •Initiate an alternative and/or Plan B, when applicable. •Coordinate project action items with Authorized Users.