

POSITION DESCRIPTION
FOR
PROGRAM MANAGER COURSEWARE DEVELOPMENT

SUPERVISOR: Vice President Training Systems Division

INTRODUCTION:

The program manager works closely with customers, conceptualizes, plans, directs, and coordinates all activities of designated programs from inception to reporting and delivery. The purpose is to ensure the aims, goals, and objectives specified for programs are accomplished in accordance with prescribed priorities and time limitations. Engages in all aspects of the instructional systems development (ISD) process and coordinates activities of an interdisciplinary team. The program manager also participates in bid and proposal efforts.

MAJOR DUTIES:

The program manager will:

1. Comply with the Supervisors Handbook in supervising each courseware development site.
2. Work closely with customers to develop business and facilitate customer satisfaction.
3. Engage in activities required for development, evaluation, and implementation of training systems and products for a variety of environments and contexts by executing the following tasks:
 - Lead analysis of training situations to document training problems.
 - Specify alternative solutions to training problems and evaluate the alternatives.
 - Perform front-end analysis activities to include ISD analyses, research and development (R&D) tasks, and other project-specific analyses.
 - Create high-level training system and course designs including specification of standards and conventions.
 - Design templates and specify macros or subroutines for lesson design.
4. Plan and coordinate assigned projects in support of training system, training program, or training device development efforts.
5. Interact with customers, subject matter experts, instructional technologists, media specialists, managers, and other specialized personnel to perform analysis and design duties.
6. Prepare technical reports and documents as deliverable products for clients or proposals.
7. Conceptualize, develop, and review program proposals of plans to ascertain operational time frames, funding requirements, and limitations, and determine methods and procedures for program accomplishment. Anticipate resource requirements and initiate requests for same

through appropriate supervisors.

8. Develop staffing plan and establish work plans and schedules for each phase of program in accordance with time and funding limitations.
9. Track progress of program development and production and report to customers, division, and corporate management.
10. Direct and coordinate activities of program through supervisors and team leaders, identify problems, and initiate corrective action.
11. Coordinate with other sites, divisions, and departments as required to ensure timely and cost-effective accomplishment of program activities.
12. Responsible for development of a budget and coordinating/managing program resources, i.e., direct labor cost, travel cost, subcontractor progress, and other direct costs.
13. Prepare program status reports regularly on production data, equipment utilization, and resource consumption.
14. Plan and oversee all subcontractor activities, as they relate to program planning, development, design, methodology, implementation, and production effort.
15. Comply with the TSM Standard Practice Procedures and DoD 5220.22-M on all security matters.
16. Travel, work at remote sites, and perform other duties as may be required by management.

QUALIFICATIONS FOR POSITIONS:

1. Position requires a minimum of a bachelor's degree in an instructionally related discipline with 10 years of applicable experience.
2. Demonstrated management, technical, and supervisory skills, written and oral communication skills, business development skills, for new and continued programs.
3. Proficiency in performing and managing all phases of ISD program development requirements from conceptual organization to design, execution, and delivery.
4. Proven results in business development.

I have read this position description and understand my duties

Signature: _____

Date: _____