**CAI Contact**

Patricia Bowler

Phone:

Email ID:

**<Candidate Name>**

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| Completion of a Category 1 or 2 Commonwealth project of $5M or more, or completion of a non-COV project with a value grater than $10M as PM of record | Required |  |  |  |
| Experience with Commonwealth Project Management (CPM) methodologies in large-scale projects (greater than $10 million and medium to high complexity) | Required |  |  |  |
| Active Project Management Institute (PMI) Project Management Professional (PMP) or PMI Agile Certified Practitioner (ACP) certification | Required |  |  |  |
| Documented risk management experience | Required |  |  |  |
| Bachelor's Degree in appropriate field of study or equivalent work experience. | Required |  |  |  |
| Review of PM qualification consistent with the VITA PMQR and CIO overview | Required |  |  |  |
| Familiarization with the Commonwealth’s Technology Portfolio (CTP) tool, Planview Enterprise One | Required |  |  |  |
| Strong working knowledge of Microsoft Office and Microsoft Project. | Required |  |  |  |
| Self-starter with the ability to work with minimal direct supervision. | Required |  |  |  |
| Excellent client-facing and internal communication skills. | Required |  |  |  |
| Excellent written and verbal communication skills. | Required |  |  |  |
| Solid organizational skills including attention to detail and multitasking skills. | Required |  |  |  |
|  |  |  |  |  |