### CAI Contact

### 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 |
| Product ownership, portfolio management | Required | 2 |  |  |
| Project management: planning/managing scope, budget, timeline, resources; coordinating project activities | Required | 5 |  |  |
| Requirement elicitation, documentation and articulation between teams | Required | 5 |  |  |
| Proficient understanding of the software development lifecycle and related methodologies | Required | 5 |  |  |
| Experience partnering with vendor project teams, managing relationships and vendor management | Required | 5 |  |  |
| High quality documentation: project plans, status updates, presentations, requirements, user stories, process maps, instructions | Required | 5 |  |  |
| Demonstrated strong communication skills across technical teams and business stakeholders, specifically to leadership - setting/resetting expectations | Required | 5 |  |  |
| Guide stages of agile software development, including user story development, sprint planning, and prioritization of the product backlog | Required | 3 |  |  |
| IT vendor management | Required | 3 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### <Candidate’s full name>

### Employment History

<List candidate’s relevant employment history – copy paste all projects worked on – no other information >

### Education

<List candidate’s education background>