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# Mudit Verma

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# PROFESSIONAL SUMMARY:

* **8** years IT Project Management experience using **Agile** and **Waterfall** methodologies, with hands on **Implementation, Deployment, Enhancements,** and **Production** support
* Managed several **High visibility IT projects** that involved cross functional teams
* Significant experience in **Large scale, Highly complex** and **Integrated** **IT** projects, including migrating Legacy applications to **SAP VISTEX** and **BW HANA**
* Managed **Full life cycle implementations** of several/ heterogeneous **Go-Live** deployment projects for corporate with numerous rollout strategies using **PMI, SDLC, PLM** and **ASAP** methodologies
* Experience with **Leading** and **Managing** IT Solutions **Implementation**, **Migration**, **Cloud** upgrades
* Strong **IT** **software** and **hardware** knowledge with experience in managing **inventories**
* Managed and created well defined **Project Management documentation** that included and not limited to: **Project Charter, Blueprint Document, Project Management Plan, Project Schedule, Organizational Change Management Plan, Training Plan, Master Test Plan, Quality Assurance Plan, Test Scripts, Issue Logs, Security Management, Change Logs, Cutover Detailed Plan, Communication Plan, Business Process Master List, Risk Register, Functional** spec, etc.
* Worked in **Complex Change Projects** and applied various Managerial **Methodologies** including **Agile**
* High capacity to translate **Business** **Requirements** into **Project Deliverables** list and track the status/ quality of deliveries using **Requirements Traceability Matrix** and other tools
* Significant knowledge on Large Projects **Scheduling, Planning** and **Tracking** by computing the project **Scope, Budget** and **Time**
* Outstanding experience in **Planning** & **Leading** **Testing** **strategies**, developing **Testing** **Approaches** and define the ways of working between heterogeneous teams
* Experience in planning and managing **Cutovers** using various strategies such as **Bing-Bang, Hot, Cold**, and **Hybrid Cycles Cutovers**

# SKILLS:

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| Project Management Skills | Project Complexity assessment, Evaluate and define the project Scope, Project sizing, scheduling & WBS creation, Change Management, Test & cutover strategy definition, training and knowledge transfer. |
| Methodologies | Agile Scrum, Waterfall, Prince II |
| Technologies | SAP R/3, Veeva Sales Force, JAVA, Blacksmith, WEBAPPS |
| Tools & Software | MS Project, JIRA, Clarity PPM, SAP Solution Manager, HPQC, Rally, Slack, GANTT, Office 365 (Planner, To Do, Teams, Visio, Excel, One Note, SharePoint, Publisher) |

**WORK EXPERIENCE:**

**Nestle North America**

**Arlington, VA**

**Project Manager August 2019 - Present**

* Managing the **Trade Promotion Solution** implementation cross **Nestle** North America OpCos
* Gathered **Business** **Requirements** and created key documents including but not limited to ***Project Charter, Blueprint, Functional Spec, Change Management Plan, Portfolio Planning, Risk Register, Test Master Plan, Cutover Plan, Test Scripts, Project Master Data Repository, Project Schedule & WBS, Testing & Status Reporting Templates, KPIs.***
* Developed the detailed list of **Deliverables** and created the **WBS** to define the various activities required including **Requirement** **Gathering** tasks for **Design**, **Development** breakdown, **Testing** and **Cutover** **Strategy**.
* Created Custom workflows, Custom screens and custom fields on **Jira** projects on **Jira** and assigned **Jira Agile** boards.
* Focused teams on Business **Process** and **objectives** and tracked progress to ensure project **Milestones** were completed on **time**, on **budget** and with the desired results.
* Managed the team in **Planning** and **Controlling** in setting up of **Master** **data**.
* Gathered the **Project** **assumptions** and identified the associated **Risks** and worked on the **Preventive** **Action** **Plans**.
* Followed a **Hybrid** approach, i.e., **Agile** **Scrum** approach for **Development** and **Waterfall** approach for **Testing** and Project **Planning**.
* Reported progress to all Internal and External stakeholders through **Sprint** **Burn**-**Down** Reports, **Iteration** **Burn**-**Down** Reports, and **Velocity** target updates.
* Worked remotely with key business leaders to understand **Organizational** **Change** **Management** implications across multiple business units.
* Developed Project and Portfolio **KPIs** and reported Daily **Progress**.
* Strategically formulated ideas for maintaining **Risk Register,** using **Quantitative** and **Qualitative Risk Assessment Strategy.**
* Implemented **Agile** management ideals by facilitating exercises such as **Sprint** planning, **Sprint** backlog and **Sprint** review
* Worked remotely with ​**Program Leaders, Cross Functional Teams** and key executive **Stakeholders** to drive ongoing clarity of strategy, decisions, execution alignment and project costing.
* Developed and monitored Project schedules using **MS Project**, **Rally**, **MS** **Teams**/**Planner** & **JIRA.**
* Performed **Testers Capacity Planning** and developed the **Test Execution Plans**.
* Developed the **Master Test Plan**, **Master Data Management** and the detailed **Test Plans**.
* Created **Project** **Templates** and **Training** **materials**.
* Managed **Defect** tracking and **Communication** during the **Execution** phase, using **JIRA**, **MS** **SharePoint**.
* Developed the **Initial** **Cutover** **Strategy** and created the detailed **Cutover** **Plan**.
* Managed and supervised the **Go**-**Live** activities and support the **Hypercare** activities alongside the COC team.

**The Vanguard Group**

**Malvern, PA**

**Project Manager April 2017 - July 2019**

* Worked on the Project to **Design**, **Develop** and **Deploy** **User** **interface** to check **Credit Score**
* Managed **project timelines**, **tasks**, and Business and **customer teams**. **Testing coordination** to ensure **quality** is achieved for **optimizing** our product into an **innovative industry leader.**
* Responsible for reviewing and following **Strict deadlines** while implementing, stabilizingtheproject**.**
* **Analyzing, documenting, validating** and **prioritizing requirements** during the **design phase** with proper coordination with **stakeholders**.
* Planned and executed **Enhancements,** and **Applications Performing Testing.**
* Oversaw software developer’s progress on applications and applied **Agile** principles to keep the project on track.
* Created plan to incorporate **Project and Product life Cycle** and Researched project resources.
* Worked with multiple software development and **DevOps** team to address issues and improve quality.
* Assigned user personal space and provided assistance in using **MS SharePoint**.
* Cultivated **Define, Measure, Analyze** and **Improve** strategy to identify the problems, as a part of **Continuous** **Process** **Improvement**
* Managed all **security** and **connectivity**-based **Deployments** with the help of resources.
* **Slack analysis** and initiation of **Corrective** and **Preventive** actions.
* Enforced ​**Agile principles** with the help of scrum master that resulted in reduction of Cycle time by 20% thus increasing team's throughput.
* Assisted with the **integration of products** using webtechnologies like **HTML, CSS and JavaScript.**
* Prepared **Risk Register, High Level Plan, WBS and** defined **Critical Path** for the projects in the projectplandocument**,** using **Rally, MS VISIO, MS Project.**
* Applied problem solving skills that help **identification, troubleshoot**, and address **technical risks** and issues with **web service integrations**, from **back-end** performance to **web front-end UI issues**.

**Nestle Health Science (NHS)**

**Eden Prairie, MN**

**SAP Project Manager October 2015 - March 2017**

* The Project was undertaken to **Decommission** various **NHS** **Legacy** applications and migrate the solution to **SAP**/**VISTEX** and **BW HANA.**
* Excellent knowledge of **SAP** Technology and **Business** **Processes** full project Life Cycle implementations.
* Engaged with Functional Managers and key **stakeholders** to understand the major **roadblocks** and facilitate estimating sessions with the cross functional teams.
* Implemented the **Organizational** **Change Management** strategy and ensured a smooth and adequate infrastructure that helped with **KT** and Project handover post **Go-Live.**
* Headed the **Redesign** of the whole **Veeva/Salesforce landscape**.
* Led various sessions to understand the roadblocks and define **Business** **Process**, what is **In/Out of Scope** and list down the Key **Assumptions** that helped building the **High Level** project plan.
* Gathered and listed the detailed tasks required for each phase and identified the **dependencies** and duration that served to draw the **Project Baseline** and identify the **Critical Paths** using **MS Project, MS VISIO.**
* Developed the detailed **Testing Strategy** and helped with **Test Scripts** creation and **Defect Management Process.**
* Monitored and mentored team for **Agile**, **Waterfall** and **Hybrid** training.
* Led weekly **JIRA** Review meetings and implemented excellent team **involvement** and interaction in weekly status reviews.
* Facilitated **Sprint Planning, Sprint Review, Daily stand-up’s, Demos, Retrospectives**, Coordinating and other activities as needed for multiple tasks.
* Assisted with team for improved **visibility**, **transparency**, and help radiating relevant project **communication**, through **emails**, **MS SharePoint**.
* Assisted with **Prioritization** and **resolution** of **defects**/**bugs** and proactively developed and maintained team standards, tools, and best practices.
* Managed **Requirement** **Churn** during the project by performing **Impact** **Analysis** by checking the feasibility in maintaining the **Triple Constraint** and discussing them in daily meetups.
* Identified and eliminated impediments, prevent distractions, identify and raise **Risks**, facilitate **Mitigation** plans, escalate as required, facilitate discussion and **Conflict** resolution.

**Rational Business Corporation Pvt Ltd**

**New Delhi, India**

**Marketing Project Manager August 2013 - August 2015**

Accomplished projects tohandle outdoor marketing and digital marketing branding business

* Functioned **Digital** **Market strategy** for **design, procurement, manufacturing, quality control** and **deployment** of 2000 Standees in major cities.
* Supported **Procurement Managers** in the establishment of a **Procurement Plan** including schedule of **long lead time** items.
* Effectively ensuring the **business** **requirements** are thoroughly converted into well-defined **goals** and **deliverables**.
* Developed a **product** **demonstration** campaign resulting in various identified opportunities within the first month.
* Coordinated with team for Weekly **Inventorying** duties for better accuracy and productivity.
* Assisted with **Inventory** tracking, **Restocking** and **Storeroom** organization for the branding collaterals manufactured.
* Worked directly with managementclients in **gathering, documenting** and **analysis** of data.
* Assisted in proper coordination with the **design** **team** for inculcating the desired features in the **product** as demanded by the **client**
* Identified and implemented **improvements** to processes and systems to complete work efficiently, hence delivering excellent service and customer satisfaction.
* Helped with **Critical Path** review and risk analysis.

## Indian Oil Corporation Limited (IOCL)

**New Delhi, India**

**Junior Project Manager**  **May 2012 - July 2012**

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* Participated in the **PMO** establishing and Project Management & **Quality** **Management** template creation for various department.
* Participated and helped with **Communication** **plans** for requirements and **Scope** gathering.
* Proposed **new model** (different from existing one) to compensate for any error possible. Efforts were done to **upgrade** the automation process in **Tank Lorry Filling (TLF) Shed** of Indian Oil Terminal.
* **Investigated** and **examined** more than 20 incidents reported by Terminal authorities for poor management of existing working models for automation and solvedmore than 15 of conflicts.
* Participated in brainstorming session **reducing percentage error** reported during the automation process and **eliminating** any unwanted errors.

**EDUCATION:**

Florida International University **Miami, US**

**Master of Business Administration (MBA)**

Indian Institute of Technology Ropar **Ropar, India**

**Bachelor of Technology**

**Major: Computer Science**