
∞ JOHN COSMAS ∞

TO: DIRECTOR OF PMO

SUBJECT: PROGRAM MANAGEMENT EXPERTISE

DATE: 4/23/2008

I am interested in the position employing Enterprise Project Management within your organization. As will notice on the enclosed resume, I have experience as a project manager with specific background in managing portfolio of projects, developing methodologies, processes, tools and solutions – including all aspects commonly found in tracking progress, managing deliverables, allocating resources, and generating custom reports as well. My focus has been in the private sector, which extends into banking, utilities and government agencies, but I have previously rolled out applications EPM solutions using both Microsoft and Primavera products. The Microsoft version have dated back from the Project Central version released in 2000 through 2007, which integrates with Sharepoint, Domain and Communications servers so that projects may be accessible on-line, periodic reporting would be automated and documents would be subject to control.

My portfolio of projects includes of up to 24 large to medium sized projects over the past 8 years, with up to 140 applications (direct and in-direct design involvement) that composes a collective budget of no less than 300M. I have managed a team of up to 100 consultants and over 30 project managers in my charge, with direct reports to the VP of an organization. I have managed the schedules, roll-outs and resources across multiple projects using the model established in EPM and SureTrak. I have also written custom code and integrated with SQL Server data sources to accommodate custom needs which lacked in Microsoft Project infrastructure. I have compiled, organized and created master plans, integrated enterprise resources, and managed individual projects directly. I have also written ETL applications to integrate SureTrak projects into Project. My financial duties has not been limited to compiling project expenses, integrating changes, generating costs, and calculating estimates during normal operations, and in the midst of fiscal changes. In conjunction with risk management exercises, my background in business development accommodates the need for mitigation plans, resolution strategies, and in calculating costs to alleviate identified risks during the course of a project.

Recently, I was tasked with building a PMO for a bank in North Carolina. This takes place after engaging CDT Business Solutions where I gathered and developed methodologies that was used to eventually construct their PMO as well. I have trained and qualified project managers throughout the years whose experiences range from junior managers, leads, business analysts, engineers, project librarians, project auditors and compliance managers. I was directly involved in the development of CDT Business Solutions project repository, where Project Central was deployed with a complete set of project templates, reports and WBS selections included to ease the implementation of projects. At Command Data, I was responsible for the formation of the PMO; based on a centralized project management framework, which unified their disparate organization, troubled by its lack of schedule, structure, methodology and unified their development processes.

Reporting directly to executives, I serve as a liaison between management and the project team. Serving on governance committees and executive teams, I am accustomed to offering an un-biased representation of a project state, and to provide a clear solution to achieve success despite impending jeopardy status. As a result, the true expertise of program management which extends beyond the oversight, procurement, initiative and customer management brings to the customer the true value of delivering quality, time-critical services and quantifiable deliverables with a reliable sense of objectivity.

I would hope that you would consider me for this position because of the value and structure that I can add to the organization. Please feel free to contact me via cell-phone at (205)281-0509, my office at (678) 528-9625 or via e-mail at johncosmas@charter.net Until then, I would like to thank you for your time and consideration, as I look forward to hearing from you soon.

Respectfully;

John Cosmas