



## Asset Management Analyst

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|--------------------------------|-------------------|
| <b>Education</b>               | Bachelor's Degree |
| <b>Experience</b>              | 3+                |
| <b>Citizenship Requirement</b> | US Citizen        |
| <b>Clearance Required</b>      | Secret            |
| <b>Location</b>                | Rosslyn, VA       |

### **Job Responsibilities:**

The Asset Management Analyst serves as a liaison to the business community and participate in user and task analysis to maintain the business community's perspective. Responsible for analyzing and designing new business processes. Also responsible for identifying and defining detailed product functional requirements and use cases, setting up and maintaining the Requirements Traceability Matrix. Works closely with the Business Process Architect and other planners to assess current capabilities and identify high-level customer requirement and with the project manager, architects, and other team members to define metrics and performance goals for the application. Assist in translating requirements and use cases into test conditions and expected results for product, performance, and user acceptance testing. The Asset Management Specialist will also participate in transitioning the requirements and use cases to the designers ensuring a clear and complete understanding of the requirements.

ILMS is an integrated web-based system that unifies all of the Department of State's supply chain functions using COTS products and leading commercial practices. ILMS provides an efficient, accountable and measurable way to support the procurement, storage, shipment, tracking and tracing of items around the world.

DoS is currently enhancing its existing ILMS inventory module, Asset Management, through multiple software enhancement releases. This role includes, but is not limited to, developing designs, creating testing plans and test scripts, facilitating User Acceptance Testing efforts with domestic and overseas clients, and conducting periodic functional training sessions for Tier 2 and the client. This effort will offer the opportunity to coordinate the resolution of complex user issues and work directly with the client to implement software improvements.

### **Skills Required:**

- Ability to analyze and design business processes



- Ability to develop product requirements based on input gathered from a variety of sources including analysis results and feedback from the user community
- Provide accurate and useful project or issues status reports
- Work with team members to enhance their business and technical knowledge
- Ability to develop test conditions and expected results based on the application requirements
- Ability to review project deliverables for completeness and quality, and compliance with established project standards
- Familiarity with business process design concepts and principles
- Participate in special projects as needed
- Support organization transformation and communication efforts
- Proven ability to work independently and as a team member
- Good communication (written and oral) and interpersonal skills
- Good organizational, multi-tasking, and time-management skills
- Knowledge of Accenture Delivery Methodology (ADM)
- Knowledge of Oracle/PeopleSoft Supply Chain Software
- Excellent verbal and written communication skills
- User Group Facilitation
- Functional knowledge of PeopleSoft
- Extensive Client Exposure
- Experience with Requirements, Design, and Test activities