

BRIAN WAWRYK

PMP

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PROJECT MANAGER

Brian Wawryk is an experienced IT professional with 10 years of experience as a Project Manager, 16 years in a leadership role and 24 years in the IT industry. Brian has a proven ability to deliver projects on schedule and within budget. He is extremely organized, able to prioritize effectively to accomplish multiple tasks and communicates clearly to stakeholders and the project team. His ability to motivate teams coupled with his excellent interpersonal skills make him a natural leader.

CORE COMPETENCIES

Project Management ♦ Leadership ♦ Communication ♦ Budget Management ♦ Organization ♦ Interpersonal Skills ♦ Problem Solving ♦ Time Management ♦ Task Prioritization ♦ Motivation ♦ Risk Management ♦ Planning ♦ Scope Management ♦ Negotiation ♦ Conflict Resolution

TECHNICAL SKILLS

Originating from a technical background of developing and testing custom applications, Brian is accomplished at creating customized spreadsheets and utilities using Microsoft Excel. This has increased the efficiency and accuracy of gathering statistics and producing reports when monitoring and controlling projects. Brian has also designed and implemented custom forms through Outlook which were used as centralized tasks for deploying applications to system test environments. In addition, he is proficient with each of the following software products:

Productivity Tools

- ✓ Microsoft Project
- ✓ Microsoft Visio
- ✓ Microsoft SharePoint
- ✓ Microsoft Outlook
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Microsoft OneNote
- ✓ Microsoft OneDrive
- ✓ Atlassian JIRA

Industries

- ✓ Software Development
- ✓ Financial
- ✓ Insurance
- ✓ Taxation
- ✓ Agriculture
- ✓ Education
- ✓ Telecommunication

Project Management Methodologies

- ✓ Agile
- ✓ Scrum
- ✓ Waterfall
- ✓ PRINCE2

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Computer Science Honours (Co-op) – University of Manitoba – 1994
PMP Certified – 2009
PRINCE2 Practitioner – 2010-2015
Member PMI Manitoba Chapter since 2008
Volunteer at PMI Manitoba

PROFESSIONAL EXPERIENCE

University of Manitoba, Winnipeg, MB
PROJECT MANAGER

August, 2017 – January 2018

The University of Manitoba is a coeducational, nondenominational, government-supported institution. The Information Services & Technology (IST) department is a collaborative IT organization dedicated to creating, maintaining, securing and improving the IT environment for the University of Manitoba community. Brian managed many simultaneous projects for the IST department. Projects were managed using a tailored PRINCE2 methodology.

- Created Project Mandate and Project Initiation Documents.
- Created Project Plans using Microsoft Project.
- Created and maintained project SharePoint sites recording status and other key information, and providing a mechanism for team collaboration.
- Managed budgets, produced status reports, and documented and monitored project risks.
- Documented project closure reports.
- Created Request for Proposals (RFPs), reviewed/scored submissions, oversaw the contract award process, and managed the successful vendors.
- Assisted with reviewing the newly implemented project management methodology.

Agriculture and Agri-Food Canada (AAFC), Winnipeg, MB
PROJECT MANAGER

June, 2012 – August, 2017

Agriculture and Agri-Food Canada provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth. This assignment consisted of managing eight simultaneous projects consisting of 30 resources in various roles. The total budget managed was \$7 million per year.

- Interviewed and hired resources to augment the team when required.
- Planned the schedule and cost of 12-15 application releases per year. These releases were completed using an Agile methodology. Created and maintained a resource forecast system to estimate resource utilization.
- Utilized JIRA as a central task and issue/bug management tool. Managed release scope and produced progress reports in JIRA.
- Developed and maintained relationships with project stakeholders.
- Provided motivation and leadership to the team. Each project consisted of 5-10 members. Worked closely with each group to eliminate barriers by problem solving.
- Provided performance assessments of team members.
- Prepared budget and scope planning presentations for business clients.
- Controlled project budgets and produced monthly financial breakdown reports.
- Created project charters and project management plans.
- Created and maintained the Executive Dashboard with project summary information and Key Performance Indicators (KPIs).
- Gathered and documented status reports on a bi-weekly and/or monthly basis.
- Documented project risks in a risk register then monitored the risks regularly to proactively mitigate adverse situations and take advantage of positive risks.
- Created and maintained the team's SharePoint site recording status and other key information, and providing a mechanism for team collaboration.
- Assisted with contracting activities including pricing work segments and managing finances.
- Led project status meetings and documented meeting minutes.

Manitoba Public Insurance (MPI), Winnipeg, MB PROJECT MANAGER

June, 2010 – February, 2012

Manitoba Public Insurance is a non-profit Crown Corporation that provides basic automobile insurance and driver and vehicle licensing services. This assignment consisted of managing a number of small to medium projects including a website redesign initiative, a strategy to reduce wait times for assessing cognitively impaired drivers and creating a task management system for the Knowledge Management Services department.

- Created project proposal, project charter and business requirements documents.
- Gathered and presented project estimates to overall project leaders.
- Planned project tasks.
- Prepared project schedules.
- Reported project status to management.

Manitoba Telecom Services (MTS), Winnipeg, MB TEST MANAGER

May, 2010 – June, 2010

Manitoba Telecom Services provides a range of communication solutions including high speed Internet, wireless, digital TV, converged IP and unified communications. This assignment consisted of managing the test team for the changes necessary to replace MTS' voicemail platform for both the wireless and wireline services.

- Planned and prepared the test plan for the end-to-end test approach.
- Scheduled testing activities.
- Monitored and reported testing progress.

Agriculture and Agri-Food Canada (AAFC), Winnipeg, MB PROJECT MANAGER / TEST MANAGER

January, 2009 – April, 2010

Agriculture and Agri-Food Canada (AAFC) provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth. This project constructed custom built applications for AAFC to provide financial stability to producers. The full project team consisted of up to 70 resources which included project managers, business analysts, developers, database administrators, system testers and infrastructure support personnel.

- Planned and prepared all aspects of testing the custom developed applications: this project utilized both graphical user interface (GUI) testing methods as well as automated test suite techniques.
- Utilized JIRA as an issue/bug management tool upon which progress reports were generated.
- Gathered and presented estimates for the entire testing effort. The project used a scrum methodology for development meaning that planning and estimating the testing effort was to follow scrum as well.
- Devised specific roles and responsibilities for 23 testers. Divided the testing effort into 3 groups: GUI, background (backend processes), and automated regression testing.
- Interviewed and hired several resources.
- Created and maintained Risk Management, Communication Management, and Staff Management plans.
- Created, updated and monitored the Risk Register.
- Conducted status meetings, complete with PowerPoint presentations featuring progress, risks and issues.
- Produced and published progress reports and charts.
- Attended senior team meetings, reported issues and progress and imparted guidance on project issues.
- Gathered and recorded lessons learned.

Manitoba Telecom Services (MTS), Winnipeg, MB SYSTEMS ANALYST

December, 2006 – December, 2008

Manitoba Telecom Services provides a range of communication solutions including high speed Internet, wireless, digital TV, converged IP and unified communications. This assignment covered many small to medium projects in the Internet line of business including billing modifications, new product introductions, rate increases and newly offered Internet plans.

- Produced estimates for upcoming project work, including presenting several options for different price points.
- Provided technical leadership.
- Analyzed required system changes and then created and maintained each project's design document.
- Reviewed and provided input to vendor contract documentation.
- Worked with several vendors, communicating requirements and resolving problems.
- Built test strategies and worked with testers to ensure solutions conformed to design documentation.
- Produced implementation plans and oversaw all technical aspects of the projects from estimation to implementation.

Manitoba Public Insurance (MPI), Winnipeg, MB PROJECT MANAGER

June, 2006 – December, 2006

Manitoba Public Insurance is a non-profit Crown Corporation that provides basic automobile insurance and driver and vehicle licensing services. With the merger between Manitoba Public Insurance and Driver and Vehicle Licensing came the ability for customers to obtain their drivers licenses/renewals at any MPI outlet or one of 320 broker locations. This project was tasked with training all users of the Autopac Online (AOL) application consisting of MPI employees and hundreds of broker resources. AOL was enhanced to provide this licensing functionality. Compilation of the training material, implementation of a new computer based training package, creation of product manuals and scheduling seminars throughout Manitoba were all in scope.

- Managed project timelines and communicated issues with management.
- Gathered and communicated progress statistics and produced status reports.
- Established the configuration management standards between MPI and the vendor providing the training materials.
- Assisted in the planning, scheduling and setup of the trainer-led seminar sessions throughout Manitoba.
- Participated in the train-the-trainer sessions.
- Provided the lead technical role for integrating the new learning management system (LMS) with AOL.
- Architected the design to ensure LMS module completion prior to gaining AOL login access.
- Worked with network administrators to troubleshoot browser plug-in issues.
- Installed, configured and loaded all modules into the vendor-provided learning management system.

Manitoba Public Insurance (MPI), Winnipeg, MB PROJECT MANAGER

November, 2005 – June, 2006

Manitoba Public Insurance is a non-profit Crown Corporation that provides basic automobile insurance and driver and vehicle licensing services. During this period two major releases of the Claims Administration and Reporting System (CARS) application were implemented. This custom built application undergoes 2 or 3 major enhancements each year, each release spanning 6 to 8 months from requirement gathering to implementation.

- Created project plans consisting of scope definitions, budgets, milestones, risks and risk mitigation strategies.
- Generated project schedules using Microsoft Project.
- Gathered business requirements and detailed them in Impact Analysis and Solution Overview documents.
- Distributed work to 10 developers.
- Tracked time and reported through status reports.
- Developed and executed system test plans.
- Coordinated acceptance test, assigning faults to support personnel and scheduled builds.
- Compiled and administered implementation plans.
- Created and presented post project reviews including lessons learned.

BRIAN WAWRYK, PMP

Agriculture and Agri-Food Canada (AAFC), Winnipeg, MB
TEAM LEAD / SYSTEMS ANALYST

March, 2003 – November, 2005

Agriculture and Agri-Food Canada provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth. During this period, many small to medium enhancements were developed, tested and implemented into the NISA Client Services System (NCSS) application. NISA (Net Income Stabilization Account) was the program AAFC offered farmers to assist them financially during adverse production years and help them save during profitable years.

Manitoba Public Insurance (MPI), Winnipeg, MB
TEAM LEAD / SYSTEMS ANALYST

May, 2001 – March, 2003

Manitoba Public Insurance is a non-profit Crown Corporation that provides basic automobile insurance and driver and vehicle licensing services. A new application called Image and Document Management System (IDMS) was designed, developed, tested and implemented. This application hooked into the Claims Administration and Reporting System (CARS) seamlessly. Other major releases to CARS were also implemented during this period.

Province of Manitoba – Intergovernmental Affairs, Winnipeg, MB
APPLICATION DEVELOPER

May, 1999 – May, 2001

The Intergovernmental Affairs department of the Provincial government supports urban neighbourhoods and organizations by providing programs, tools and resources for community-driven renewal. This project involved extending a custom built tool to provide functionality for assessment of rural properties.

Agriculture and Agri-Food Canada, Winnipeg, MB
SYSTEMS ANALYST / APPLICATION DEVELOPER

May, 1995 – May, 1999

Agriculture and Agri-Food Canada provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth. This phase included many small to medium sized improvements to the NCSS system.

REFERENCES

Available upon request