

# Role Description

---

## Solution Acquisition Planning (SAP) Deployment Lead

### JOB SUMMARY

The Solution Acquisition Planning (SAP) Deployment Lead is responsible for leading the implementation and support of the SAP Process utilized by SFA. The SAP Deployment Lead works with SFA management to determine the future direction of the SAP Process within SFA and is responsible for identifying opportunities for improving existing deployment processes and implementing appropriate solutions.

The SAP Deployment Lead is also responsible for ensuring SFA projects and individual IPTs are receiving the appropriate level of ongoing support to facilitate the understanding and use of the SAP processes. The SAP Deployment Lead must be a subject matter expert (SME) on the SAP process as well as have an in-depth understanding of the Solution Lifecycle (SLC). In order to demonstrate subject matter expertise, the deployment lead should display an in-depth knowledge of the SAP process and all accompanying SAP tools. The SME should be able to explain how process and tools accomplish SFA and GAO objectives and how the SAP process and tools fit into the bigger picture of acquiring a solution. The SAP Deployment Lead should also be familiar with the Software Engineering Institute's Capability Maturity Model and how this relates to SAP.

The SAP Deployment Lead should expect to provide coaching support for newly developed IPTs having no prior acquisition planning experience. This activity should take approximately one day per each new project effort. The SAP Deployment lead should expect to spend up to eight hours per month following up with each team until the completion of the definition phase in order to ensure appropriate planning activities are taking place.

### RESPONSIBILITIES

Category	Responsibilities
Functional / Technical Tasks	<ul style="list-style-type: none"><li>• Work with SFA Management to identify process improvement opportunities and to set the future direction of SAP processes.</li><li>• Manage the implementation of the SAP Process throughout SFA.</li><li>• Coach/Mentor teams working on solution acquisition planning and help them implement the process and complete the SAP tools.</li><li>• Develop and execute against the plan for delivering SAP training to IPTs unfamiliar with the process.</li><li>• Monitor, solicit feedback and document on the usability and functionality of the SAP process and report findings to SFA management.</li><li>• Communicate process improvement initiatives and goals to IPTs and SFA management.</li></ul>
Work Planning / Management	<ul style="list-style-type: none"><li>• Deliver workable, practical, measurable coaching sessions for SAP process.</li><li>• Help Project Managers define specific SAP activities and deliverables.</li><li>• Plan, organize and control activities and resources need for the deployment effort.</li></ul>

# Role Description

---

## Solution Acquisition Planning (SAP) Deployment Lead

Category	Responsibilities
Status / Issues	<ul style="list-style-type: none"> <li>Anticipate and resolve issues on a timely basis.</li> <li>Serve as the primary point of contact for all SAP-related issues.</li> <li>Facilitate resolution of issues regarding usability of SAP process, job aids, and/or procedures.</li> <li>Communicate accurate and useful status to Solution Acquisition Process Group (SAPG) Lead as appropriate.</li> <li>Prepare status reports on a periodic basis for distribution to SAPG Lead.</li> </ul>
Quality and Improvement	<ul style="list-style-type: none"> <li>Support the continuous improvement of the SAP process.</li> <li>Serve as champion of SAP process across SFA.</li> <li>Identify and initiate continuous improvement opportunities.</li> <li>Follow quality standards.</li> <li>Act as a change agent within SFA to help with the standardization of SFA SAP and SLC processes.</li> </ul>
Knowledge Sharing / Building	<ul style="list-style-type: none"> <li>Contribute to and foster knowledge sharing in order to build SAP process knowledge across the SFA.</li> <li>Look for opportunities to build deeper SAP and SLC process knowledge.</li> <li>Support organization transformation and communication efforts within SFA for SAP and SLC.</li> <li>Promote knowledge sharing/building within the SAPG.</li> </ul>
Teaming	<ul style="list-style-type: none"> <li>Foster a positive work environment.</li> <li>Support an open, trusting environment.</li> <li>Build team spirit and morale.</li> <li>Work with other team members to enhance their knowledge of SAP.</li> </ul>
Career Development and Mentoring	<ul style="list-style-type: none"> <li>Mentor SAPG team members.</li> <li>Provide effective and timely feedback to SAPG team members.</li> <li>Create a positive image through own work and behavior (role model).</li> <li>Encourage skills development in others.</li> </ul>

### COMPETENCIES AND SKILLS

Competencies
Assessing/Evaluating
Planning
Cooperating/Acting as a Liaison
Influencing/Advising
Reviewing/Evaluating
Implementing/Coordinating
Motivating
Skills
Coaching
Facilitation
Project Planning
Solution Acquisition Planning
Project Estimating