

ADP Global Leadership Development Program

Sample MBA Rotational Assignment

Business Unit:	AVS – Pre-Employment Services (PES)
Title:	Director, PES Program Manager
Location:	Newtown, PA

Background:

Step into a high growth business in a client facing role that has the potential to interact with the National Accounts Services (NAS), Major Accounts Service (MAS) and Employer Services (ES) International Business Units. This role also provides the opportunity to drive PES-wide initiatives and will be viewed as an extension of the PES Implementation leadership team. You will have the opportunity to learn ADP implementation practices and methodologies from experienced peers while also reporting to a GLDP program participant who is committed to your learning & growth.

Key Responsibilities:

PES Implementation Program Managers are responsible for coordinating and managing programs that consist of inter-dependent PES and ADP projects for one Client that span multiple ADP business units and involve multiple Client and ADP constituencies.

Project Managers for the individual projects in the program report functionally to the Program Manager for the duration of the engagement. The Program Manager will be responsible for managing results without having direct control over all constituents, requiring excellent leadership and influence skills.

The Program Manager provides executive stakeholders representing different Client and ADP internal organizations with program level communications, status reports, scope management, budget management, issue management, schedule management and metrics.

The Program Manager plays an integration role, assuring that the tools and services being implemented are fully integrated with each other and with the client's environment. The Program Manager is responsible for coordinating and managing the implementation activities associated with the system and service components of the program.

The Program Manager manages issues and risks which need to be resolved at the program level because they cannot be addressed at the individual project level.

Travel required: 50% or more depending on client and phase of project.

- Follows Program Management disciplines in the following areas: Scope Management, Schedule Management, Cost Management, Issue Management, Risk Management, Quality

Management, Human Resource Management, Communication Management and Contract Management.

- Establishes and manages milestone project plans incorporating milestones from each PES and ADP business unit and 3rd parties, including the client. Reports on progress periodically to management.
- Directs the PES and ADP project teams through the individual Project Managers. Assists in setting goals, objectives and priorities. Is responsible for project reviews of the Project Managers.
- Acts as primary interface with the client on issues regarding program level deliverables. Ensures client reviews are held with the client user community, and Ensures that appropriate sign-offs are obtained by the Project Managers.
- Ensures that approved methods, processes and tools are consistently used.
- Accountable through the Project Managers for meeting project schedule and results as well as for the customer satisfaction and the quality of the deliverable.
- Participates in task forces and review committees across areas and departments on development methodologies, processes and tools.
- Performs project reviews, as required, to audit project management practices and provide mentoring to project managers in the field.
- Provide leadership to more junior/ less ADP tenured associates in ADP Implementation methodology, processes, and act as mentor to more junior project managers.
- Where applicable, provide feedback and recommendations to PES Implementation Leadership team to shape direction in strategy and tactics to meet growing business demands as it relates to any of the following – business model, cooperation with other ADP business units and alliance partners, and staff performance.