



# POSITION DESCRIPTION

**Position:** Requirements Manager

**Qualifications:**

- Must have 5 years or more of experience in requirements management.
- Must be able to perform the following activities with minimal supervision:
  - Establish requirements management processes and procedures to manage and track requirements throughout the entire life cycle of a project.
  - Establish procedures to trace and manage test cases based on defined requirements.
  - Prepare requirements management documents (e.g., plan, requirement traceability matrix, etc.) that define the minimal elements needed to ensure adequate control of requirements changes throughout the development life cycle.
  - Perform technical requirements studies/tradeoffs analyses.
  - Verify that system requirements are well-defined, understood, documented, and testable.
  - Verify that software requirements can be traced through design, code, and test phases.
  - Validate that the relationships between each software requirement and its related system requirement are correct.
  - Perform reviews and required coordination to identify technical and operational issues.
  - Recommend opportunities for resolving issues in requirements, data, applications, and infrastructure elements.
  - Analyze and report impacts on issues, such as costs, engineering trade-offs, return on investment, schedule dependencies, and technically feasible alternatives and solutions.
- Must be able and willing to work full-time (i.e., 40 hours per week) as an employee of KMS.
- Must be able and willing to travel at least 25% of time. (Travel to any of the 50 states in the U.S. and its territories may be required.)
- Must have an active security clearance.
- Must be a U.S. citizen.
- IT Infrastructure (ITIL) certification or training or experience with Capability Maturity Model Integration (CMMI) Maturity Level (ML) 3 is a plus

**Education:** Bachelor's degree (minimum)

Send resume **and the Employment Candidate Questionnaire** on the next page to [info@kmscorp.com](mailto:info@kmscorp.com). Attn: Sharon Graves.



## Employment Candidate Questionnaire

### Position: Requirements Manager

Qualifications	Yes	No	Employer	Dates of Experience	Comments
Do you have 5 years or more of experience in requirements management?					
Do you have experience performing the following activities:					
<ul style="list-style-type: none"> <li>• Establish requirements management processes and procedures to manage and track requirements throughout the entire life cycle of a project?</li> </ul>					
<ul style="list-style-type: none"> <li>• Establish procedures to trace and manage test cases based on defined requirements?</li> </ul>					
<ul style="list-style-type: none"> <li>• Prepare requirements management documents (e.g., plan, requirement traceability matrix, etc.)?</li> </ul>					
<ul style="list-style-type: none"> <li>• Perform technical requirements studies/tradeoffs analyses?</li> </ul>					
<ul style="list-style-type: none"> <li>• Verify that system requirements are well-defined, understood, documented, and testable?</li> </ul>					
<ul style="list-style-type: none"> <li>• Verify that software requirements can be traced through design, code, and test phases?</li> </ul>					
<ul style="list-style-type: none"> <li>• Validate that the relationships between each software requirement and its related system requirement are correct?</li> </ul>					
<ul style="list-style-type: none"> <li>• Perform reviews and required coordination to identify technical and operational issues?</li> </ul>					



## Employment Candidate Questionnaire Position: Requirements Manager

Qualifications	Yes	No	Employer	Dates of Experience	Comments
<ul style="list-style-type: none"> <li>Recommend opportunities for resolving issues in requirements, data, applications, and infrastructure elements?</li> </ul>					
<ul style="list-style-type: none"> <li>Analyze and report impacts on issues?</li> </ul>					
Do you have ITIL certification or training?					
Do you have experience with CMMI ML 3?					
Do you have an active security clearance?					
Have you ever been denied a security clearance? If yes, explain.					
Are you able and willing to work full-time (40 hours per week) as a KMS employee?					
Are you able and willing to travel at least 25% of the time to any of the 50 states and U.S. territories?					
Are you a U.S. citizen?					
Education: What is your highest degree?					

### Additional Information

Questions	Yes	No	Employer	Dates	Comments
Are you currently employed?					
What is your availability if KMS extends an offer of employment?					
What is your current <b>annual</b> salary?					
Please provide three (3) references (name, phone, and email address) who have knowledge of your work experience.					