

### Highly experienced Project Manager seeking challenging opportunities to deliver business benefits.

With systems, software and change-management experience that has focused on the timely and profitable implementation of electronic solutions to publishing and business processes. Activities that have been supported by a first hand knowledge of the technologies and an ability to lead projects from concept to completion. Additional attributes include a sound understanding of commercial matters, excellent communication skills and the capacity to simultaneously pay attention to detail and maintain an overview.

#### Project Management approach

Based on the pragmatic application of PRINCE II principles. Uses widespread requirements gathering and systems analysis techniques to yield well-documented specifications that form the foundation of a detailed plan. Exhaustive paper-prototyping, storyboarding and sandboxing used to refine design concepts, address previously unused technologies and circumscribe risks. During the development phase an AGILE approach is adopted that involves high levels of dialog with stakeholders in conjunction with frequent and rapid development iterations maintained so as to ensure that expectations are being met and, where obstacles are encountered, acceptable alternatives are adopted. Extensive use made of support tools to handle task management, resource sharing, version control, task-tracking, project planning and facilitate communication.

#### Relevant experience

Sep 2009 – Apr 2010 [Royal Pharmaceutical Society](#)



##### Digital Project Manager (contract)

- Focused on the development of tooling and processes associated with creation and delivery of Clinical Decision Support data for the British National Formulary (BNF).
- Responsible for a team of 15 outworkers and a number of external software suppliers and consultants.
- Introduced cost control and project planning disciplines and reporting procedures.

Apr 2009 – Sep 2009 [BSI Group \(British Standards Institute\)](#)



##### Project Manager (contract)

- Planning and coordinating the conversion of standards to XML from Word, PDF and FrameMaker
- Managing the Operations Department's contribution towards the development of new and innovative online products.

Aug 2004 – Feb 2009 [Jane's Information Group/IHS](#)



##### Senior Project Manager

- Lead project manager within the eServices department responsible for the design, development and deployment of revenue-critical systems and products.
- Particular responsibility for the review and enhancement of the organisation's project management methodology and the selection and implementation of a task-tracking system.
- Scoped and implemented the AdvertiserLink, Digital Artwork Request and Exhibition News CMS
- Significant milestones included the redesign of the Police Review website, the launch of the Terrorism Events Database and deployment of a range of Intelligence Centres.

Oct 2002 – Aug 2004 [On-Q Solutions](#)



##### Self-employed Consultant

- Retained by [British Council](#) to maintain and develop the Global Village on-line community.
- Developed and deployed PHP/MySQL e-commerce online catalogue solution for [SmitCare.co.uk](#)
- Project Leader and concept originator with Company In-Site.

Mar 2001 – Sep 2002 [Sopheon UK Ltd](#)

##### Project Manager

- Key role in a group that is responsible for the design, development and implementation of bespoke projects.
- Closely involved in the preparation of specifications and bids.
- Specialised in web-based communities and content management systems.
- Led team that turned The British Council's web-based Global Village student community from an idea into reality.

Mar 1994 – Feb 2001     Clarinet Systems Ltd 



**Developer**

- Fulfilling a senior position within an organisation that specialises in providing profitable solutions to the problems of controlled and secure dissemination of electronic information.
- Created and continuously improved processes and procedures used to prepare, index and validate data before the putting it onto CD.
- Wrote web-site design guidelines and pre-sales requirements gathering questionnaire.
- Coordinating the activities of two to eight members of a project team, monitoring project progress and maintaining Client relations.

1986 – 1993     Variety of business development and consultancy assignments undertaken in both an employed and self-employed capacity.

- Adviser to SMEs as a member of the DTI's Enterprise Initiative.
- General Manager of Printequip Ltd, a company that serviced and refurbished lithographic presses.
- Business Development manager at Cyonix plc responsible for the introduction to the UK of the Sound Galaxy multimedia PC accessories.

**Education/  
Qualifications**

June 2004     Office of Government Commerce : Prince 2 Foundation

1985–1986     Cranfield School of Management:  Master of Business Administration

**Personal  
statements**

Approaches tasks with the belief that, in terms of achieving excellence and quality, there is no substitute for the hard work needed to properly analyse and gather requirements, manage and execute. Self-motivated and able to both learn in response to changing needs and to detect and seize new opportunities.

A good problem solver who has no difficulty taking ownership of highly visible and technically challenging projects. He is able to obtain commitment and accountability of others in pursuing project success.

Good at communicating on technical matters at all levels within an organisation. In an environment where the choice of words and delivery of the message can contribute much to a successful understanding of the intent of the message as well as helping to motivate team members in accomplishing project goals this is an important strength.

Always works toward providing the very best for both internal and external customers. He does a good job of representing project owners and supporting them from concept through project completion.

Very good analytical skills; coupling these skills with his previous experience and his decision-making ability makes him well suited for the type of projects that he's asked to undertake.

Motivated to learn and acquire new capabilities. There are a number of projects where, if it had not been for his willingness to drive the acquisition of knowledge and impart it to others, success would not have been achieved.

Project management is an area that demands considerable attention to detail. Quentin thrives on such detail, with an emphasis on good organisation and tight control.

**Personal  
information**

Nationality     English  
 Availability     Immediate  
 Location     Camberley, Surrey  
 Relocation     In rented accommodation and so able easily to relocate  
 Mobility     Clean driving licence

**Technologies,  
techniques  
and  
applications**

AGILE, ASP, Adwords, Big Medium, C++ with MFC, Codewright, Contenta, Docato, DSDM, Dreamweaver, Google Analytics, HomeSite, InstallShield, JSP, Java, JavaScript, Lotus Notes, Lyris, MS Access, MS Front Page MS PowerPoint, MS Project, MS Project Server, MS SQL Server, MessageFocus, MySQL, Oracle, PHP, RUP, RightAccess, RoboHelp, SCRUM, Sharepoint, Survey Monkey, Team Foundation Server, TrackStudio, UML, VB/ Verity, Visual Basic, Visual Source Safe, Waterfall, Web APIs, Webmaster Central, XHTML, XML, XML Spy, XSL XSLT, cDilla, eRights, Taxonomies, Ontology, Informatics