

# Matthew Sherry Curriculum Vitae

Business Analyst / Project Manager Certified PRINCE2 Practitioner

Violet Cottage, The Headlands, Downton, Wiltshire SP5 3HP - Tel: 07977 518 384 (m) - Email: [matt@sherry.uk.net](mailto:matt@sherry.uk.net)

## Overview

An enthusiastic, widely-experienced, PRINCE2 certified expert in developing and leading IT projects at a senior level, across web, server and distributed platforms. Over a decade working with blue chip companies has led to outstanding skills in the IT sector. Key projects and brands include O2, Bupa, James Hay, BP, Price Waterhouse, Hewlett Packard and Barclay Card. With a number of years consulting has built on strong strategic skills, enabling rapid analysis of diverse stakeholders, commercial and user needs to create appropriate, cost-effective solutions.

## Key Skills

**Project Management:** Multiple IT projects including BP's Gulf oil rig incident medical data.

**People Management:** I have managed teams of 3-15 staff in multi-IT project environments.

**Change Management:** Designed change management processes and procedures.

**Information Architecture and Usability:** Created focus on User-Centred product design.

**Business & Systems Analysis:** Analysing briefs and business needs to propose solutions.

**Projects:** Communication, Risk & Management strategies plus end to end management.

**Development Models:** Agile process adopting Waterfall, RAD and Prototyping methods.

**3<sup>rd</sup> Party:** Management of supply chain and work packages. Experience of ITIL framework.

**Business Skills:** Client liaison, budgeting, team motivation, analytical skills, problem solving.

**Development Languages:** SQL, VBA (Advanced), VBScript, VB6, PHP, .NET, Shell Script.

**Business Analysis:** Use case, Story boarding, High and Low end application specifications

## Employment History

**Fusion People Group – ending June 2011 (6 month contract) Business Analyst**

I was contracted to design and document a full development life cycle project to implement a single recruitment portal application across the group. This enabled a single information platform for all users. The analysis was completed successfully to specification and documentation delivered for pre-project stage. Tasks included:

- Produced current software feasibility study and systems analysis.
- Produced overview system design, functionality, story boarding and sample code.
- Acquired user feedback and created documentation updates.
- Produced 'Use Case' documentation.
- Produced project PID documentation for project initiation stage.

**Mice & Megahertz (BP) – ending Feb 2011 (5 month contract) Project Manager**

I was contracted to project manage the impact on health related injuries / illness in the field data for the Deep Water Horizon (BP, Gulf of Mexico) oil rig incident. I project managed numerous resources to produce the statistical analysis, charts, and reporting tools plus the presentation documents. The final project was completed as per specification, time and budget to the 'Senior Health Director Eastern Hemisphere, BP' in readiness for delivery to the US Congress. Tasks included:

- Project communication, risk and management strategies and budget controls.
- Creation of Change management procedures and processes (ITIL Framework).
- Project stage management and end to end delivery.
- Analytical skills to create chart presentations.
- Client liaison at senior board level (Director of Health, BP).

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- Management of 3<sup>rd</sup> party work packages (US).
- Management of development team.
- Build and maintain customer / supplier stakeholder relationships.

## RR Donnelley GDS –2003 to 2010, Senior Lead Analyst / Project Manager

The role involved delivering business-critical technology solutions to time and budget whilst ensuring the production environment performed with SLA. Additionally I was responsible for project managing bespoke application development and solutions analysis for new requirements. I regularly led client meetings to deliver progress updates and ascertain new requirements. My client base included Virgin Media, Orange, O2, NFU, BOC, South West Water and BUPA. Tasks included:

- Project budgeting and financial management.
- Project communication, risk and management strategies.
- Change management (Business as usual) and project change management strategies.
- Development using VB6, VBA, SQL and Unix Shell scripts.
- Project stage management, risk register, issue register, exception reporting and project stage plans.
- Data Cleansing & Integrity Testing.
- Change management systems management & ERP systems (ITIL Framework).
- Systems design and Configuration Management.
- Graphics design using Photoshop and Adobe Fireworks.

## James Hay –2002 to 2003, Software Consultant / Project Lead

The company had a legacy system of customer SIP data stored across a series of spreadsheet sheets located on various networked servers. I consolidated the data into a secure SQL server database and created an intuitive graphical user interface through a process of end-user seminars and senior management requirements. The system developed had over 400 users. The software was delivered in the required time frames. Tasks included:

- Project management of small development team.
- Software development on certain aspects of the software.
- Applied PRINCE2 methodologies but not a true PRINCE2 project.
- Produced 'Use Case' documentation.
- Managed end user testing sessions.

## Compaq / Hewlett Packard –2001, Software Consultant

Through a series of client meetings and a story board development RAD model I developed a 'cost of downtime' tool as part of Hewlett Packard's ROI software suite. The software used spreadsheet models prepared by 'Price Water house' specifically for this tool. Tasks included:

- VBA & VB6 coding.
- Story board compilation.
- Client liaison and stakeholder sign-off.
- Software deployment strategy and implementation.
- Support documentation, code archiving and hand-over documentation.

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## **Business Training**

Several RR Donnelley management courses including leadership and performance management. I was formally trained as a Systems Analyst, VB6 and VBA developer. Other technical training included SQL Server 2003 ITIL Framework and web languages. I am also a certified project manager PRINCE2 Practitioner (Register number: P2R/815825).

## **Academic**

1996 – 1999: Portsmouth University, Portsmouth. BSc Computing 2:1 (Hons)

1987 – 1989: Salisbury College of Business & Finance, Salisbury. Diploma in Business & Finance

## **Technical Skills**

Project Management Tools:	Visio, Microsoft Project, Excel (VBA), Plan View.
Graphic Design Tools:	Adobe Fireworks, Photoshop and PDF forms.
Web Programming:	HTML, PHP, JavaScript, JQuery.
Database development & Design:	SQL Server, Dbase II, MS Access, MySQL.
Business Application Development:	VB6, VBA, Shell Script, .Net
Operating Systems:	Windows, Linux, Mac OS, UNIX.
Frameworks:	ITIL
Methodologies:	PRINCE2, Agile, SCRUM, Waterfall, RAD.

## **Personal Details**

Driving Licence: Full (no points)

Interests / Hobbies: Achieving, Golf, Skiing, Mountain biking.