



## THAMEEIM PARVEEN

**Project Manager/Scrum master/Release Manager**

**Tot IT Exp – 19+ yrs**

**Mob: +919986115003**

**Email id: parozr@gmail.com**



### **Certifications:**

PRINCE2® Practitioner Certificate in Project Management.

PRINCE2® Foundation Certificate in Project Management.

Microsoft Azure certified Fundamentals

**Acclaim link:** <https://www.youracclaim.com/users/thameem-parveen>

**Linked In:** <https://www.linkedin.com/in/tham-p-81219b161/>

### **Professional Summary**

- 19+ years of IT industry experience encompassing a wide range of skill sets, roles and industry verticals.
- More than 7+ years of experience in Release Management, Scrum master, Programme Delivery & Project Management
- Experienced Management professional delivering diverse Programs, offering 16 years of success leading all phases of diverse complex business projects; Certified PRINCE2 Practitioner, Agile explorer, Devops, Big data, Migration & consolidation, Cut-over releases delivering multi-sourced operating models.
- Excellent technical and Industry experience in Banking, Telecommunication & Retail. Over 5 years of experience in Banking domain. Lead global teams to support and drive projects end to end with the operational readiness, acceptance, and reliability of newly deployed services. Served as the key liaison between cross-organizational end-users, key project stakeholders, operations teams, and vendors to analyse needs, pinpoint solutions, gathering resources, set expectations and execute project deliverables thru project delivery lifecycle, manage Risk and Issues, Management and reporting on Financials and assure all change and Quality assurance measures are achieved.

Sector	Clients
Banking	Barclays Retail Bank (UK) NAB (Australia) CLS (UK)
Retail Operations & Ecommerce	Shop direct

- Experienced in agile and waterfall project management methodologies; I have managed large & middle project teams and known for high-quality deliverables that meet or exceed timeline and budgetary targets.
- Over 2 years of experience managing Agile teams & practicing different Agile explorer framework – SCRUM, Agile tools & practices as Complex Project Manager.
- Agile Delivery, Scrum Cycles, Sprint Planning & review, Release Plans, Retrospective for Continuous Improvement.
- Managed a very complex portfolio of 50+ applications with more than 8 external suppliers for a team size of 20 practitioners as an onshore Project manager at Barclays.
- Experienced in delivering projects throughout its life cycle – Initiation, requirement analysis, design, build, testing, implementation, and closure at NAB & CLS. Ensured on-time project delivery in all projects.
- Awarded for excellent contribution for the team and individual performance in multiple projects in 13+ years of service in IBM.



- Experience in managing Data Centre Migration projects and Enhancement Projects and Maintenance and Support Projects.

## Professional Experience

- Over 7+ years of professional experience working at customer sites (UK & Australia).
- Barclays Bank UK London as a Project Manager on the Structural Reform Programme (SRP), CCS (Cloud Crypto services) & Cloud SaaS (S/w as services).
- Currently working at a major Financial Services client as a Project Manager.
- Worked at a major UK Retailer as Release Manager and Data migration manager (Cutover manager).
- Worked as Project Manager in Lloyds Bank Group UK(London)
- Worked in IBM India Pvt Ltd as Project Manager for NAB account
- Worked in Wipro Technologies, Bangalore as Module Leader) (Oct 2005 – Nov 2009)
- Worked in SATYAM Computer services Ltd (Oct 2003- Oct 2005)

## Education:

- Bachelor of Engineering – Periyar University, Tamilnadu

## Project Details:

Nov 2020 – Till Date, Programme Delivery, IBM United Kingdom & IBM India

**Project:** TC-24 Cloud Programme

**Portfolio:** Cloud Programme

**Client:** Barclays'

**Team Size :** 120

## Roles & Responsibilities:

Currently working as a Programme Delivery manager, undertaking management and ownership of the following programme deliverables:

- CSO Cloud Enablement & BMB updates - Successfully provided CSO Cloud Enablement & BMB updates deck to the leadership team on weekly basis.
- Cloud CSO - Offline sheet for Overall Cloud Programme - Successfully maintained the offline sheet for overall cloud programme projects resources and non-resources cost and informed to management on time.
- Cloud CSO - T0 Milestones - For Cloud CSO T0 milestones have been captured and tracked with all PMs and directors on weekly catchup calls and updated the T0 milestone tracker in the SharePoint URL. For ex: The overall Cloud CSO programme T0 milestones have tracked been tracked and chased to closure with evidence completion and provided milestone outcome closure pack to the PMO team with Director's approval on time.
- Cloud CSO RAID logs for Overall Cloud Programme - For overall Cloud CSO programme, I was successfully managing the RAID logs in the tracker and updated in navigator for leadership team to understand the Risks/Issues with Cloud programme in Navigator.
- Cloud CSO Programme Financial Forecast/Actual cost tracking - Successfully managed Cloud CSO Financial Forecast/Actual funds and informed to the leadership team on weekly basis.
- Cloud CSO - Weekly execution update deck to Programme - For Cloud CSO programme, I was successfully scheduling a weekly call with all PMs & Director to understand the project status and Risks/Issues with capturing meeting action items and updated in deck for the leadership team weekly call.
- Barclays MSP onboarding deck - MSP on-boarding deck has been prepared and shared with all the IBM PMs to understand the Barclays MSP hiring process.
- Timely reporting and escalation of management & Programme Issues/Risks complete - I have timely reported and escalated all issues to management & programme on time. For example: As a programme manager support, I have raised all project risks & issues to leadership team and tracked those risks in RAID tracker and uploaded in the SharePoint URL. Weekly call reported all Risks/Issues to the leadership team on time.
- Drive at least one initiative at the project/account level which can help the project/account to transform to the next level – I have prepared the Barclays MSP on-boarding deck to all IBM PMs to help on the process to hire MSPs and has helped new joiners in Barclays to understand the Barclays process.
- Provide all relevant data & MI on a timely basis for Operational effectiveness to all delivery leads to enable them for making the right decisions - I took ownership for Cloud programme's - Finance reports for Actual/Forecast, BMB report, Cloud programme status report to the leadership team, Cloud enablement deck to the delivery partner.
- Lead support functions with 100% adherence to SLAs & contractual obligations for Client success.
- Ensure personal billability to achieve account/TC revenue target for Business Results - All claims were submitted on time (Field glass, Navigator) without any escalations. For TC 24 - Successfully gathered the client engagement survey from the customer.



## August 2020 – Nov 2020, Project Manager, IBM United Kingdom

**Project:** Cloud Crypto project (CCS)  
**Portfolio:** Project Management  
**Client:** Barclays  
**Team Size:** 28+

- 1) Due to revision in technical design. We were evaluating on 2 options (Unbound & CloudHSM) which option to proceed with Vendor. Finally, we have got technical direction to continue with 'Unbound' vendor.
- 2) CCS will be using a Vendor Software appliance (Unbound) which provides the same functionality as AWS Cloud HSM with enhanced features. This software HSM will facilitate the BCAG deployment in the cloud.
- 3) The Evaluation agreement, NDA, SRE (Supply Risk estimator) signed and team has got the vendor software access to start POC and it is in progress.
- 4) Unbound Procurement Agreement is in progress.

### Roles & Responsibilities:

- **Cloud Crypto project (CCS) :**  
As a PM, I am taking care of below end to end activities in this project.
  - 1) CCS project is followed by Lean control process for documentation and governance artefacts also requires for this project. In terms of CCS requirements as per LCP we are documenting our requirements in JIRA stories, so that we don't have any baseline or requirement documents separately).
  - 2) Architecture is splitted into 3 key areas (Key Management, CCS, AWS) and I have arranged a workshop with Key leads and informed them to check the technical design on what project deliverables options can be deliver this year.
  - 3) Overall budget has been planned and GOLIVE date has been assigned on 01/04/2021. And I have prepared MTP service cost budget for others service cost like license renewal, Esaas charges, software and hardware cost).
  - 4) In CCS, year 2020 - Barclays UK will be funding and then year 2021 - CSO Barclays will be funding) as per contract. Because of Go LIVE is planned on 2021, CSO team has requested me to check with technical key area leads on what project deliverables can we deliver (MVP) this year 2020, so that we can save some cost in next year 2021. So that accordingly we can plan our technical redesign, resources and project timelines.
  - 5) Gantt chart MPP (project plan is prepared and discussed with Management, Stakeholders, Vendors and with team. Based on project plan the GOLIVE dates were finalized and then circulated to wider team.
  - 5) Resource staffing like Internal & External resources were hired with SOW and based on SPRINT stories based on vendor day rate and got approval from spend board team.
  - 6) Procurement, Vendor, Sourcing agreement were finalized with these team for the vendor's evaluation agreement. Based on that POC were planned to work to check what deliverables can we deliver as MVP.
  - 7) Evaluation agreement, SRE (Supply Risk estimator to check what level risk) & NDA(Non-disclosure agreement) were completed before starting POC.
  - 8) Scrum calls scheduled on daily basis to check with Key leads and accordingly work is allocated to team.
  - 9) All requirements have been splitted into SPRINT stories and I have assigned resources and technologies as per SPRINT stories.
  - 10) Navigator and time offline sheets are updated on weekly basis. RAF sheet finance tracker is also updated with budget cost and resource timings and updated to client on time.
  - 11) Executive summary report has been sent to Client on weekly basis.
  - 12) Lean control process is managed and tracked for this project.
  - 13) Service design and Transition planning is in progress to make service operational.
  - 14) High level plan is prepared to check on to make 'Rescat 0' what are artefacts we required
  - 15) RAID logs have been tracked and updated in Risk tool.
  - 16) All project related documents are uploaded in Barclays confluence site.
  - 17) Cloud weekly execution forum were discussed with upstream & downstream applications on CCS project updates.
  - 18) BAU handover checklist were finalized and tracked on time accordingly.

## March 2020 – Aug 2020, Project Manager, IBM United Kingdom

**Project:** Cloud SaaS(Software as service)  
**Portfolio:** Project Management  
**Client:** Barclays  
**Team Size :** 25+

The Cloud SaaS project concluded its main deliverables July 2019 with the successful closure of the BIA Audit Issue. The project was then tasked with replacing the existing Shadow IT solution with the Symantec tool Cloud SOC. The scope of this delivery was to swap out the tool and update the operational documentation to reflect this. The delivery of this tool in October 2019 was unsuccessful due to lack of functionality required to meet the existing requirements. Symantec delivered this functionality in March 2020. The project was unable to deliver this functionality upon release due to COVID-19 change freeze and de-prioritisation within delivery and RTB teams.



## Roles & Responsibilities:

### Cloud SaaS(Software as Service)

As a PM, I am taking care of the below project end to end activities :

- 1) HLD is updating on time with designer and I have to ensure that design is up to date.
- 2) Technical walkthrough has been arranged to make sure that team is aware of any technical design and service flows with entire team.
- 3) Security consultant is assigned for this project for Application/service meet IT security standard, Once cert integration issue, Management of service accounts in CyberArk and NCR/TCSA gaps to be identified.
- 4) Closely working with BAU team on understanding on what acceptance testing has been undertaken from project by business.
- 5) Operational RACI(Responsible, Accountable, Consulted, Informed) is already arranged for GOLIVE activities.
- 6) Navigator and offline timesheet is updated on weekly basis and provided code for team to clock their time sheet.
- 7) Runbook is prepared for GOLIVE activities which is planned for Nov 04th.
- 8) Product training has been arranged to entire team with multiple stakeholders.
- 9) Working with multiple stakeholders in this project like Protirus,Symantec,Broadcomm and Barclays.
- 10) Helped team on access SES request to access CLOUD SOC tenant for project team and raised CR for the project deliveries.
- 11) Disaster recovery steps and planning is in progress to perform DR testing to be started.
- 12) BAU handover checklist is planned for handover tasks to BAU team.
- 13) Weekly calls is scheduled to interact with team, stakeholders and management.
- 14) Lean control process is updated on weekly basis.
- 15) RAF sheet finance tracker is also updated based on budget and resource timings.

### Aug 19 – March 20, Release Manager, IBM United Kingdom

**Project:** Convergence  
**Portfolio:** Cutover and SRQ  
**Client:** Global FS Client  
**Team Size :** 15+

The primary objective of the Convergence project is to complete the migration of the existing FXMain Settlement service and associated participants onto USP2.0, client's strategic technology platform. In the target state, a single instance of USP2.0 will host both FXMain and CLSNow services.

## Roles & Responsibilities:

Currently working as a Release event manager, undertaking management and ownership of the following project deliverables:

- Ownership of the SRQ (Service readiness questionnaire) tracking is in progress and to be completed before TS1 production.
- Convergence of IBM Artefacts for client review is in progress and to be completed before TS1 production.
- Ensuring the Runbook is reviewed with teams in all environments (BUS01, DIT, JAS & PROD) and once reviewed, providing a handover to the deployment team to work on cut over plan.
- Ensuring resources are aligned for deployment and project delivery evidences should be kept in BOX folder, so that I need to ensure that all
- Managing the run book for data migration activities.
- Responsible for planning, organising, managing and coordinating various types of events (project releases in BUS01, SIT, JAS & PROD). And I must coordinate meetings with clients determine details about events planned for the releases.
- Management of deployment resources to be aligned for the data migration deployment.
- Involved in setting the migration dates, communicating, maintaining timelines and priorities on the client's convergence project.
- Provided updates to the senior management about the project release status
- Once the data migration is completed then I will be preparing the log and analysis report to send to the Client on deployment migration activities.

### Dec 17 – Aug 19, Release Manager, IBM United Kingdom

**Project:** NCE(New Customer Experience)  
**Workstreams :** Deployment & Readiness  
**Client:** Leading UK Retailer  
**Team Size:** 15+

The NCE Programme aims to Implement Core Credit Financier package (COTS), chosen by the client by removing credit functionality from the existing CAM component and replace it with new Core Credit Financier along with other impacted components. This enabled the client

- To operate with less dependency on one another to create and deploy new credit products more efficiently, with less dependence on IT Delivery of an architecture that can be leveraged for future investment in different financial products and services to the client's customers e.g. credit cards/unsecured loans & 'white-label' capability to market Monthly Statements to support customer behaviour.
- The programme was planned to deliver in two releases. Release 1 consists of 3 projects, they are Digital Journey, Core Credit and FS Offer Management. Release 2 consist of Originations.



### Roles & Responsibilities:

- Identified those elements of a project plan that put the integrity of the specialty specific elements at risk and helped the client and or project manager by managing those elements so that the project was successfully completed. Demonstrated experience with creating a project plan, task tracking, capturing 'actuals', managing risk, managing teams, and management reporting.
- Worked closely with the client and project manager to identify and address elements of the project plan that put the technical integrity of the project plan or timeline at risk.
- Mitigated the risk to both the technical or application aspects and the project milestones and tracked progress in the project plan.
- Created and delivered compelling project and release plans in an organized and persuasive manner, adapted style for different audiences in project deliverables and in a client environment.
- Planned the work, formed a team to perform the work and guided the team to complete a scope of work.
- Ensured that the team understood and was conforming to the organization's vision.
- Brought in the right resources to move the opportunity or project along with a focus on the technical direction that should be taken by the client. Organized the tasks in the assigned scope of work into manageable work items, understood all the dependencies related to the work and worked with a team to complete the assigned work by the due date.
- Negotiated to establish alliances and agreements that created value and resulted in equitable solutions for the parties involved. Developed a strategy to achieve resolution and facilitated discussions that created a stable outcome that benefited all parties.
- Escalated issues requiring higher authority for resolution.
- Engagement with multiple stakeholders, that includes Business, IT, 3rd Parties, IBM GBS, GTS etc to build the schedule of events and to execute the same successfully
- Creating and maintaining a release management schedule for the New Customer Experience programme of release plan Managing Release scope, approvals, deployments and back out (if required). Reporting on release activity during all test cycles for SIT, UAT and NFT.
- Managing risks and issues relating to release management.
- Owned and managed the Release dashboard detailing Release versioning, deployment times.
- Identified those elements of a project plan that put the integrity of the specialty specific elements at risk and helped the client and or project manager by managing those elements so that the project was successfully completed. Demonstrated experience with creating a project plan, task tracking, capturing 'actuals', managing risk, managing teams, and management reporting.

### Jan 16 – Dec 17, Portfolio Manager, IBM United Kingdom

**Project:** PBC (SRP)  
**Workstream:** Application Decommissioning  
**Client:** Barclays  
**Team Size :** 10+

### Roles & Responsibilities:

- Gathered and analysed the requirements from different CIO owners within the bank to understand their process and targets for decommissioning.
- Worked as Portfolio Manager to gather scope and timelines for application decommissioning.
- Lead an offshore team of 8 people and trained them to work on this project.
- Found 3 bottlenecks in the current process, put forward a proposal and took it through acceptance with Head of Strategy.
- Performed the decommissioning SME role and as part of which I had worked closely with Application owners, Business contacts and configuration managers to decide the application retirement strategies, prepare roadmaps, create application profiles by having high level discussions with them
- I was part of creating cost effective archival solutions in conjunction with data regulatory principles and manage end to end decommissioning lifecycle by using different configuration management tools for retiring applications,
- Worked as POC for UNIX asset decommissioning.
- Automated the documentation process which improved efficiency
- Oversaw the decommission of complex applications one of which was 18 years old, which lead to huge cost savings.
- Coordinated with the stakeholders for data archival activity.
- Involved in communicating with key stakeholders like application support specialist and IT managers for gathering required information on Application decommissioning.
- Performed high level analysis on the application i.e. to identify its associated infrastructure, Hosting environments, details on Database and Database servers etc.
- Involved in gathering approvals from Business, IT and from support specialists for application decommissioning.
- Involved in Data Migration and Data archival activities prior to Application decommissioning as part of Data archival solution.
- Involved in retirement of Server/Database.
- Managed the change & Incident requests for asset retirements.
- Acted as the key interface with different CIO areas within Barclays.

### Nov 13 – Jan 16, Project Manager, IBM Australia



**Project:** NAB  
**Workstream:** Service activation & Deactivation  
**Client:** NAB  
**Team Size :** 30+

NAB - National Australia Bank is one of the four largest financial institutions in Australia in terms of market capitalization, earnings and customers. This project aims list of production servers (WINTEL, LINUX, SQL, ORACLE, IIS, WAS, IHS) for BAU handover activities to be activated and deactivated based on client's request.

### **Roles & Responsibilities:**

PMO responsibilities as mentioned below:

- I was managing 30+ resources (WINTEL, LINUX, SQL, ORACLE, IIS, WAS, IHS) for BAU handover activities like leave plan, work allocation, OT hours for approval, daily status meeting
- Working on multi projects undertaking BAU handover on time without any escalations.
- Resource work allocation
- Raising CRs for each application including runsheet.
- Attending meetings with RM's, Daily status call with team, PM's, DPE and Kay Raising reboot approval
- I was responsible for raising checklists in SA&D & SCOD tool for all servers
- Prepared Master tracker for PR15 WAVE3\_WAVE4\_101 collin st & EMDC project
- Attending calls with BAU team & follow to accept the servers in BAU
- Reviewing readiness tracker
- Allocating work on EMDC servers to team and taking EMDC calls on weekly basis.
- Working with Dispatcher for all boxes on resource allocation.