

MATTHEW T. ALDRICH, MBA, PMP

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Profile

With over 11 years' experience, my focus during this period has been to assist Florida government/public sector organizations with strategic planning, business operations analysis, and information technology support. Over the past few years I have led software development and management consulting projects for several Florida public/private sector clients including the Department of Environmental Protection, Department of Economic Opportunity, Department of Children and Families, Department of Financial Services, Department of Health, Workforce Florida, Inc. and St. Marks Powder Company. As project manager on these engagements responsibilities include planning project execution and developing supporting documentation/reports that include project schedules, communication plans, risk plans, change management and financials. I have successfully managed teams of business analysts, developers, and technical architects; while ensuring each team member focuses on the appropriate activity to reach a successful project outcome.

Employer History

2012 – Present	McGladrey, LLP
2009 – Present	Florida State University, College of Communication & Information
2009 – 2012	Information Systems of Florida, Project Manager
2007 – 2008	North Highland Corp.
2003 – 2008	Aldrich Landscape and Design, LLC
2003 – 2004	KPMG, Inc.
1999 – 2003	Public Consulting Group, Inc.

Expertise

Procurement management • Project management • Business development and strategic planning • IT assessment and recommendations development • Software integration and vendor management • Risk management • Business process analysis and process innovation • System performance analysis

Education

PMP, 2008, Project Management Institute

M.B.A., Business; 2008, Cum Laude, Florida State University

Certificate in Project Management, Communication, Florida State University

B.A., Communication, Minor: Criminology; 1999, Magna Cum Laude, Florida State University

B.S., Finance; 1994, University of Central Florida

A.A., Business Administration; 1992, Indian River State College

Proficient in Microsoft Office Suite 2007/2010 (Word, Excel, Access, PowerPoint, Outlook, Project, Publisher, Visio). Other technical experience includes: website design and management, educational BlackBoard site development, networking and peripheral installation.

ASSIGNMENT HISTORY

McGladrey, LLP

September 2012 – Present
Manager

Primarily focused on developing client relationships and assisting public sector agencies integrate their business operations activities effectively, align existing infrastructure to new business requirements, and implement effective and efficient business processes, systems, and controls. In his current role, Matt provides oversight and management of complex information technology solution implementation, assists engagement teams in strategic and operational matters, and is responsible for ensuring that project outcomes exceed client expectation and adhere to professional standards.

Information Systems of Florida, Inc.

February 2009 – September 2012
Project Manager

ISF Corporate Development

CMMI Level 3

Served as project manager responsible for validating and documenting ISF internal organizational processes according to the CMMI (Capability Maturity Model Integration) framework in efforts to obtain CMMI Level 3 classification. With an aim at improving ISF's software development / consulting services, CMMI compliance or how well a company follows common and repeatable processes leads to reduced rework, predictable engineering and milestones, measurable improvements of products and services and greater customer satisfaction.



Process Innovation

Co-developed an ISF process simplification methodology for improving organizational performance and productivity. Process Innovation is a reliable, cost-effective, and easy-to-use solution that focuses on areas in need of improvement and promotes a team approach to developing a sound resolution and implementation plan.

Department of Economic Opportunity

Unemployment Compensation & Workforce Services IT Manager Process Guide

Served as project manager in the development of an IT Managers Process Guide that documents management processes and provide a manager "how to" guide for Unemployment Compensation and Workforce Services IT application managers. Specific activities included conducting JAD sessions to identify/validate key management processes, researching and analyzing best practices for those components, and developing a document that provides both a quick reference to and detail of each process.



Workforce Florida, Inc.

Reporting Functionality Assessment and Planning

Served as project manager responsible for conducting a comprehensive assessment of system reporting for the Regional Workforce Boards through the Employ Florida Marketplace and One Stop Service Tracking systems. Assessed and documented the current state of reporting, performed a gap analysis, developed reporting solution options and an implementation plan.



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Agency for Workforce Innovation

One Stop Service Tracking System (OSST) Modernization Roadmap



Served as project manager to conduct an assessment for the Office of Workforce Services and develop a comprehensive long-term modernization roadmap for OSST system in order to reduce maintenance costs and to ensure OSST meets future program needs. The roadmap identified the current strengths/weaknesses of the system and provided the functional and technical recommendations and proposed enhancements to bring OSST up to current technology standards and capabilities.

Office of Early Learning SharePoint Upgrade

Provided project management and direction in assisting the Office of Early Learning (OEL) design and implementation an upgrade to the OEL SharePoint application, including the assessment of the current SharePoint users, usage and technical architecture. Specific activities included a review of the current documentation and identification of all users including: Office of Early Learning units, Coalitions, and Information Technology Operations, in developing the technical requirements in support of application development and configuration.

Procurement Development

Served as project manager responsible for developing procurement and vendor selection documents for the establishment of an IV&V Project Office for the Agency's Unemployment Compensation modernization project, and for the solicitation of Project Management Office (PMO) Services to monitor the Early Learning Information System (ELIS) design, development, and implementation project.

Florida Board of Nursing / Intervention Project for Nurses

Application Analysis



Served as a business analyst responsible for providing an application analysis of PM2000, the current technology application that provides vital support to the successful operation of the Intervention Project for Nurses (IPN). PM2000 is a Microsoft Access 2003 application with a Windows interface via a terminal server provider. Explored possible changes to the application's technical framework and enhancements to the application in order to improve functionality for capturing and managing program activities and participant information for approximately 8,500 total participant cases.

Department of Environmental Protection

Environmental Restoration Integrated Cleanup (ERIC) System Design



Served as project manager responsible for validating, analyzing, and documenting "as-is" processes and developing "to-be" processes in support of consolidating and modernizing the input, management and reporting of waste cleanup data for Division of Waste Management. The engagement team included members of management/staff from the Bureau of Petroleum Storage Systems, the Bureau of Solid and Hazardous Waste, and the Bureau of Waste Cleanup and the underlying goal was to improve IT support all program areas by designing consistent program reporting and accountability while maintaining flexibility for achieving cleanup in the most effective manner. Work products resulting from this engagement included business process maps, functional/non-functional requirements, high level system design, and proposed solution options.

Transition Plan Management System, Division of Parks and Recreation

Provided quality assurance oversight for the Transition Plan Management System (TPMS) project during the system and unit testing phase. The project's purpose is to enhance and modernize the existing Access for All ADA MS Access database and ASP web interface to Oracle and Java respectfully. The goals are to create a new Oracle 10g database that meets the DEP Office of Technology and Information Services database standards, to add enhanced data management capability, to enhance the application's *ability to track and report*, and develop a new Java interface.

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Florida Department of Financial Services / Division of Worker's Compensation

Centralized Penalty System Technology Support

Assisted the Division's Bureau of Monitoring and Audit with analyzing, designing, programming, testing, training, and implementing enhancement and maintenance releases for the interactive web-based Centralized Performance System's (CPS), and assisting in ensuring the application's integrity and stability. CPS provides insurers and claims handling entities the ability to monitor their performance in processing worker's compensation related medical and wage payments in real-time.



St. Marks Powder (A Division of General Dynamics)

Time Card System Application Development

Provided project management and direction in developing a Time Card System (TCS) application to collect time and attendance for all employees and thereby replacing the existing paper driven process. TCS was designed and developed to emulate the current paper-based process with additional functionality and data entry validations. The application records employee time, calculates gross pay based on company and union guidelines, exports pay data, and generates management and accounting reports.



Product Design Non-Conformance Application Development

Served as project manager for the design and development of an electronic module to track and manage product design non-conformance in order to ensure the resulting product is of the highest quality requirements. This module is designed to interface with the existing integrated product database (IPD) to identify and resolve issues resulting in rejected coatings (batches).

Process Order Creation and Defining Tag Values in Honeywell System Application Development

Served as project manager for the design and development of additional functionality to the Integrated Product Database (IPD) in order to house data specific to the recipes, designs, ballistics targets, and in-process analytical results with respect to the manufacturing of propellants for use in various gun systems. Functionality included modifying the existing Integrated Product Database to replace SMP's coating process order process by developing a means of creating a relationship between Integrated Product Database design parameters and the process control systems parameters for the purpose of passing values from the Integrated Product Database to the process control system (Honeywell System).

Florida Department of Health

Hospital Preparedness Program Process Analysis & Requirements Gathering

Served as project manager/business analyst responsible for analyzing FDOH's Hospital Preparedness Program business process and documenting functional requirements in preparation for the implementation of a COTS application that will assist the Bureau of Preparedness and Response manage the Hospital Preparedness Program. The new application will support the day-to-day operations of managing Healthcare Service Provider throughout the State comply with Federal preparedness requirements in the event of a disaster or health emergency. Specific activities included analyzing the current process and identifying functional requirements of the application that supports FDOH's vision of hospital emergency preparedness.



PHHR High Level Design Development & Vendor Selection

Served as project manager responsible for developing Public Health and Healthcare Responder Management System (PHHR) high level design document that included developing process flow diagrams, documenting functional/non-functional requirements and hardware/software requirements of the system, and identifying the system data elements and interfaces related to the business of

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managing emergency responders and sending alerts. Other activities included managing the vetting process and selection of vendors with products/services capable of providing the technical functionality based on the established requirements and the FDOH PHHR vision.

PHHR Market Analysis

Served as project manager responsible for conducting a market analysis focused on the development and implementation of a Public Health and Healthcare Responder Management System (PHHR). The new PHHR will serve as Florida's single overall health alert network, credentialing, and responder management system. Specifically activities included identifying technology vendors capable of providing service modules supportive of FDOH's vision for the PHHR system as well as developing potential cost ranges, timeline, and implementation challenges with the PHHR concept.

Merlin System Performance Analysis

Served as business analyst responsible for evaluating and documenting system enhancement performance for the Bureau of Epidemiology to determine the Return on Investment (ROI). Specifically activities included analyzing the Merlin system's current capacity and proposed enhancements, documenting "hard" and "soft" benefits related to the enhancements, and quantifying any improvements subsequent to the release of a new software version. The results of this work effort was awarded a 2012 Davis Productivity Award for "Improving Notifiable Disease/Condition Surveillance through Automated Case Creation and Notification" and ultimately contributing to cost savings, cost avoidances, and increased revenue for state government.

Child Protection Team Information System .NET Conversion and Support

Served as project manager to upgrade the Child Protection Team's, current information system, the Child Protection Team Information System (CPTIS) used to compile client information, provide history of referrals and services and generate management reports for program performance measures and quality assurance review of child abuse investigation cases. Activities included; reviewing the current CPTIS application and process flow in order to create a conceptual design and build system requirements, supporting the application developers convert the current CPTIS from classic ASP to .NET 3.5 within agreed upon timelines, testing application, and providing project management support through participating in JAD sessions and developing conceptual design documentation, use cases, requirements, test scripts, and client management reports.

The North Highland Company

December 2007 – July 2008
Business Process Consultant

Florida Department of Corrections

Offender Based Information System Replacement

Served as a business analyst responsible for observing, documenting and analyzing the business processes involved in the day-to-day operations that are supported by The Florida Department of Corrections Offender-Based Information System (OBIS). Also responsible for gathering and documenting the functional and technical requirements that must be satisfied in order to ultimately reengineer or replace the current OBIS system. The resulting accepted deliverables from this project will provide the basis for future procurement and/or development efforts by the Department. Conducted an in-depth business process analysis specific to Community Corrections. Developed an in-depth system requirements matrix in preparation for the system design phase. Developed a feasibility study to facilitate the procurement process for developing a replacement data management system.



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KPMG, LLP

July 2003 – October 2004
Senior Consultant

Florida Department of Transportation / Florida Turnpike Enterprise

Turnpike Concessions Services Contract Audit

Served as a consultant to Florida Department of Transportation in partnership with the Turnpike Enterprise to improve the timeliness and cost-effectiveness of service delivery. Conducted a business process analysis of the concession services vendor contract. Developed quality of service improvements and recommended implementation of operational controls in order to increase revenues, expand the turnpike system's capital program capability, and improve the quality of service to Turnpike patrons. Supported the expansion of business development and marketing activities to generate additional non-toll revenues. Supported the re-engineering of the concessions inspection process. Directed an in-depth compliance review/analysis of the current concession contract. Identified potential development partners within the state. Additional activities included the production of ITN's in order to solicit Turnpike service contractors, and managed the development and automation of the monthly client invoicing and client performance reports.



Public Consulting Group, Inc.

March 1999 – July 2003
Consultant

Florida Department of Children and Families

Third Party Liability Recovery Operation of Public Assistance Overpayments

Served as a consultant the Department's Economic Self-Sufficiency Office to manage and perform the operations of recovering state public assistance funds that were overpaid to benefits recipients. Operational responsibilities included managing a team of 10 operations staff, coordinating various accounting and collections deliverables, generating payor account summaries and collection statements, developing and implementing necessary information technology tools, developing a project operation manual, training and supervising project staff, analyzing statistical project performance data, and generating monthly disbursement reports. Additional project manager functions included; participating in monthly client management meetings, generating monthly status reports and presentations, designing and implementing operational improvements, managing project time and expenses, and designing a third party liability estate recovery pilot for public assistance overpayment recovery. Efforts resulted in the recovery of \$6+ million in public assistance overpayments over a three year period.



Arizona Health Care Cost Containment System

Third Party Liability Recovery Operation of Medicaid Funds

Served as a consultant to manage and perform Third Party Liability recovery of Medicaid funds paid out to eligible recipients for birth related services who have placed a child up for adoption in Arizona. Management duties and activities include overseeing the verification of Medicaid eligibility, requesting provider claims, billing commercial insurance carriers or other available third parties, mailing correspondence to appropriate parties and tracking case development. Additional management responsibilities include developing a project operations manual, training project staff, analyzing statistical project performance data, generating monthly disbursement reports and participating in monthly client management meetings.



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Broward County School District

Individualized Education Plan Project Operations Setup

Responsible for managing the internal transition of all data collections and processing functions associated with the project. Supervisory responsibilities include coordinating data migration and analysis, as well as updating client databases and generating client deliverable status reports.



Ohio Department of Job and Family Services

Program Integrity and Compliance Management

Responsible for ensuring program integrity and monitoring compliance of internal policies regarding the accurate verification of member data obtained from commercial carriers throughout the nation. Other responsibilities included developing a project operation manual, training project staff, and analyzing statistical project performance data.



ADJUNCT PROFESSOR EXPERIENCE

Florida State University College of Communication and Information

January 2009 – Present
Adjunct Professor

Project Management Center (PMC)

<http://www.comm.cci.fsu.edu/Faculty-Staff>

Provide instruction to graduate students on the fundamental processes and key knowledge areas of project management. COM 5450 is one of the required courses toward obtaining a Certificate in Project Management and is certified by the Project Management Institute. Responsible for developing the online version of the course through BlackBoard technology application and marketing the course via PMC website and Facebook page.



SMALL BUSINESS EXPERIENCE

Aldrich Landscape & Design, LLC

March 2003 – May 2008
President

As owner and operator of a small landscaping firm, I embraced the opportunity to experience and manage various business activities pertaining to the development and promotion of services ranging from drafting landscape designs to managing complete installations. As a Certified Horticulture Professional with the Florida Nursery Growers and Landscape Association, I managed small and medium size residential and commercial landscape projects.



The list below details other responsibilities and management activities.

- Limited liability company setup
- Client management
- Business development
- Networking and marketing
- Website development
- Project/Client management
- Time and budget management
- Proposal and contract development
- Asset management
- Accounting functions

HONORS AND MEMBERSHIPS

- Certified Project Management Professional
- Member of Tallahassee Chapter of Project Management Institute
- Member of the National Project Management Institute
- Certified Horticulture Professional, FNGLA
- Certified Florida Guardian Ad Litem
- Received Davis Productivity Award at the Florida Department of Health
- Member of Golden Key National Honor Society

REFERENCES

Available Upon Request