

Resume

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An independent consultant with 30 years experience ranging from process development, improvement and implementation through to Project Management of both Business and IT projects.

Project Management

- Vast experience on both business and IT system implementation projects.
- Completed Project Management Professional program
- Adept in project management tools including MS Project and Excel

Key attributes include timely and accurate communication with project sponsors & stakeholders, achieving milestones and maintaining motivation of project members.

Business Consultancy

- Development and implementation of projects covering Systems, Process Analysis, Risk Analysis and Business Continuity Planning.
- Management at all levels from strategy through to implementation.
- Efficient and concise executive reporting skills.

A background in major IT rollouts and Systems Analysis provided a strong foundation for this work.

System Consultant

- Experienced analyst with 30 years experience in the computer industry in hardware, software and communications, with proven design and implementation skills.
- High skill level in the uses of PC Products, hardware network setup and the full Microsoft Office Suite.

Completed a *Graduate Certificate in Business Administration* to update Business Management skills.

RELEVANT EXPERIENCE:

Program/Project Management

Business Projects

Program/Project Manager – Finance Transformation

Overall management of phases 2, 3, and 4 of Finance Transformation involving multiple projects targeted at re-engineering Finance Operations within AXA Australia to improve processes and reduce expenses

Responsibilities

- Preparation of project business cases emphasizing measurable benefits
- Overall management of phases 2, 3, 4 of Finance Transformation involving multiple projects targeted at re-engineering Finance Operations within AXA Australia to improve processes and reduce expenses
- IT Management of implementation of International Accounting standards

Achievements

- System and process changes for implementation of International Accounting Standards in place for end of year processing
- Completed several projects for transferring mainframe based Finance Applications into the PeopleSoft environment
- Expense targets achieved

Transfer of insurance licenses from AC&L into NMLA under Part 9 of the Insurance Act. A very complex project with interaction between multiple project streams, a Federal Court hearing and a fixed deadline.

Responsibilities

- Management of adherence to court timetable
- Manage interaction between project streams within Marketing, IT, Distribution and Sale Force, Compliance, Legal, Finance and Actuarial

Achievements

- Transferring insurance licenses from AC&L into NMLA (AXA) resulted in \$12M benefit for a \$700K project cost

IT Projects

Project Manager

Responsibilities

- Manage upgrade of PeopleSoft General Ledger over 8 months
- Development & implementation of Actuarial system within PeopleSoft

Achievements

- General ledger implemented on schedule. Timing was critical due to narrow implementation window within reporting cycle
- New Actuarial System resulted in significant processing time savings within reporting cycle (8hrs variable down to 1 hour consistent)
Achieved transparency of actuarial calculations improving audit and result understanding

Business Continuity Projects

Business Continuity Manager

Responsibilities

- Development and implementation of the Business Continuity Management strategy within AXA Australia (After Y2K)
- Integration of Business approach with IS Contingency (disaster recovery)
- Staff training and development
- International training with the AXA Hong Kong office

Achievements

- All project phases delivered on time.
- Plans accepted by AXA Executives

Government Projects

Business Manager

An initial member of a Year 2000 project team for a large government organisation. Involved in developing the processes by which the project would operate. The project finally employed 80 staff.

Responsibilities

- Development of management, repair and compliance processes for the project.
- Preparation of Business Cases to ensure the appropriate Business Areas accept responsibility for aspects of the Year 2000 problem.

Imaging and Workflow Consultant.

Prepared conversion strategy and architecture for Telstra Health & Safety Directorate to enable successful migration of existing legacy Imaging Applications and Project Management Systems to a UNIX/NT platform.

Responsibilities:

- Analysis and Design of Workflow and associated systems
- Implementation Project Management
- Customer Support

Project Manager

Project managed the evaluation and selection of Customer Information Systems in preparation for the creation of the Retail Businesses at Melbourne Water.

Responsibilities:

- Project Management, vendor co-ordination
- Technical Assessment
- Review

Systems analysis and design

Completed Business Process Design for Customer Contact Management and Service Assurance for a functional prototype. Developed the prototype using PowerBuilder.

Responsibilities:

- Design and Programming of Contact Management prototype
- Design and Programming of Imaging Component
- Design and Programming of Service Assurance

Worked with Andersens Consulting, using their Method/1 methodology and Design/1 package, in the integrated design phase of the development project.

Responsibilities:

- Project Leader - Service Assurance design team.
- Requirements Analysis
- Development Estimates.

Development of Release 2 of the Customer Contact System. This involved use of Transaction Processing (TP) monitor software to increase network performance.

Responsibilities:

- Project Management
- Technical design of the above system
- Functional design for the imaging portion of the above application.

Data Modelling and Database Design - System implementation on VAX VMS systems using RDB database and Motif front-end.

Planning application development using Transaction Processing applications in a client-server environment.

Responsibilities:

- Project Management - Managing resources and task assignments for a development team of 7 people.
- Analysis and Design - Preparation of Detail Architecture, Functional Design, and Technical Design documents.
- Implementation - co-ordinating the implementation of developed products onto existing systems, managing change control.

Achievements:

- Release 1 of the Contact Management System went live on schedule on 1st July 1993.
- Keeping a team motivated and positive during a difficult time assisted in developing the application on time and under budget.

Project Manager

Department of Social Security systems rollout

Responsibilities:

- Implementation of Department of Social Security systems in Northern NSW and Queensland.

Achievements:

- Implemented 27 large systems within a six month period on time and within budget.
- Performed technical support on systems and networks.