Contact

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(LinkedIn)

Top Skills

Project Reporting
Relationship Building
Project Status Reporting

Languages

Hindi (Full Professional)
English (Professional Working)

Certifications

UX Design: 6 Paper Prototyping
Registered Product Owner
Project Management Professional
(PMP)
Registered Scrum Master
DevOps Foundations

Shweta Tuteja

Senior Manager | Program Management | PMP | Helping Companies
Translate Their Business Goals to Reality
Sudbury, Massachusetts, United States

Summary

Visionary Technical Program Management Expert with over 16 years
of experience in steering complex, technology-driven initiatives
that align with enterprise strategic goals. Proven track record in
transforming program management practices to drive business
success, innovation, and operational excellence.

Experience

Dell Technologies
6 years

Senior Manager - Program Management
October 2021 - Present (3 years 6 months)
Massachusetts, United States

• Directed cross-functional teams and managed stakeholder relationships to
enhance program delivery timelines and improve stakeholder satisfaction.
• Orchestrated a portfolio of Java-based cloud technology initiatives using
AI, driving strategic planning and execution, and providing enterprise-class
solutions to Kubernetes users.
• Exhibited strong leadership and communication skills, managing
geographically distributed teams across product management, engineering,
and operations.
• Trusted advisor to the executive leadership team, offering insights on
program risks, milestones planning, and executive communications.
• Leveraged cloud technologies, including Java-based applications, to drive
the planning, execution, and delivery of complex initiatives.
• Spearheaded the implementation of new dashboards for tracking milestones
in Confluence and quality in Jira, influencing product owners to maintain
standards through automation.
• Standardized program management processes, implementing best practices
to enhance tracking and mitigate milestone risks.
• Proactively established communication channels with cross-functional teams
to ensure tight alignment between programs.

• Aggressively led Scrum teams to resolve program-related issues, including those related to milestones, timelines, cross-functional dependencies, and strategic objectives.
• Led process improvement initiatives and lessons learned sessions to enhance KPIs and drive standardization.
• Developed and maintained high-trust relationships with key stakeholders, including C-level executives, to secure alignment on project goals and resources.

Senior Technical Program Manager
April 2019 - October 2021 (2 years 7 months)
Massachusetts, United States

GREAT EASTERN - HCL
Manager
September 2012 - May 2018 (5 years 9 months)
Singapore

• Exhibited strong technical and problem solving skills while driving product development with cross functional teams
• Liaised with business and development core teams to define product roadmap with business cases and key milestones
• Managed individual team members, handled project request pipelines for the team as a whole, and ensured the team had a consistent stream of high value work
• Guided and coached Scrum teams and organization on how to apply Agile principles toward improving project management process and delivering the most out of development teams
• Contributed to defining business rules and process flows to ensure scope is proactively managed in early stages
• Analysed and gathered requirement data, verified requirements and developed release documents for rollouts
• Directed cross functional team for timely and successful rollout of CRS and FATCA regulatory requirements
• Successfully delivered multi-million $ mission critical project for unified customer experience
• Published and hosted regular executive status reviews, and maintained review dashboard for key stakeholders

DSTA - NIIT Technologies
Technical Lead
March 2011 - August 2012 (1 year 6 months)

• Developed and maintained product development roadmap, and defined key business requirements with business users and developers for scope and effort estimation

• Fostered the design thinking processes to create positive and innovative team spirit, embracing diverse technical options and stimulating creativity

• Executed high-profile cost optimization technology projects and programs to deliver multi-million $ in cost savings

• Proactively managed project risks to ensure development teams are able to meet key milestones and business goals

• Swiftly managed and tracked system integration testing (SIT) and user acceptance testing (UAT) with timely turnaround on bug fixes and show stopper issues

• Successfully conducted requirement walkthroughs, system trainings, and UAT sign-offs with business users

Cable & Wireless Communications - Wipro
Technical Lead
August 2007 - September 2010 (3 years 2 months)
India

• Worked closely with PMO staff for preparing dashboards for project tracking and milestone planning

• Responsible for taking projects from concept to delivery using Waterfall SDLC processes and Agile methodologies

• Led onsite team with C&W business users for platform trainings and scope definition for planned rollouts

• Increased customer ratings from 90% to 95% by improving communication between business and development team

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Education

Bharati Vidyapeeth's Institute Of Management and Entrepreneurship Development
MCA, Computers · (2004 - 2007)

Delhi University
Bachelor's degree, Mathematics · (2001 - 2004)