**Lawrence Russo**

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**TECHNICAL PUBLICATIONS MANAGER**

**Program & Document Management / Outsourcing & Contracts / Performance & Process Improvement**

**Six Sigma Green Belt / Knowledge & Crisis Management / Proposals / Staff Development / Cost Control**

**Secret Clearance (Inactive)**

Proven success in providing innovative solutions for commercial & military spec documentation (S1000D, MIL-STD-40051, ATA 100, iSpec 2200 & DITA). Effective leader for on-site, remote and international teams. Effectively completed complex projects & programs on time, within budget while increasing customer satisfaction.

Accomplishments….

* Recovered a major program that was 3+ years late and successfully delivered it in six months
* Rescued a major contract with a successful “unsolicited proposal” for a significant contract modification
* Prepared successful multi-million dollar proposals against stiff competition
* Boosted product documents quality/productivity/customer satisfaction while reducing costs by $13M
* Created and successful implemented multiple technical documentation plans

**MS**, Industrial Management, Stony Brook University. **BS**, Manufacturing Engineering, Farmingdale State College

**History and Highlights**

**President/Owner**

LPR Resources Inc.

2002 – present

Founded LPR Resources Inc. a program management, proposal support and documentation services company that provided outsourced documentation services to Nortel after it downsized in 2002. LPR Resources, has also provided a vehicle for performing contract and consulting work.

**Technical Publications Functional Manager**

Sikorsky (UTC and Lockheed Martin)

2015 – 2016

Recruited to serve as publications lead for all of Sikorsky’s DOD and commercial publications. Developed proposals. Led a team of 30 direct report team leads who oversaw more than 150 vendor supplied technical writers. Managed document support for four multi-billion dollar development programs as well as numerous smaller programs.

* Managed documentation and earned value management support for commercial and military helicopter programs (S1000D, MIL-STD-40051, ATA 100, FAA and iSpec 2200). Products included Component Manuals (CMM), Customer Service Bulletins (CSB), Technical Directives (TD), Illustrated Parts Breakdown (IPB).
* Developed/implemented a vendor quality tracking system and created a vendor quality improvement plan to incrementally improve vendor document quality. Drove vendor compliance with new system.
* Provided RFP / RFI / RFQ support for Sikorsky proposals. Developed a detailed proposal evaluation matrix system (which became SOP) that provided detailed requirements review, and supported a FAR (Federal Acquisition Regulations) & DEFARS (Defense Federal Acquisition Regulation Supplement) compliant vendor selection. Achieved Government Contracting Office “full compliance” for vendor selection requirements.

**Technical Publications Manager**

iDirect Inc.

2012 – 2014

Managed a seven-person technical writing team, and supported the earned value management requirements.

* Created a detailed 50+ page documentation planwhich completely revised document delivery structure & schedule to support a global satellite communications (SATCOM) system deployment for iDirect’s largest customer. Cut the documentation package from 26 to 6 documents. Delivered all documents on schedule.

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* Boosted quality, productivity and customer satisfaction. Implemented a Technical Publications department Style Guide, and standardized the Documentation Templates. Formalized the document Style Guide and Document Template releases in AGILE to standardize/control the document revisions. Restructured the hardware documentation and cut printing costs (on the test product) by more than $12,000 in the first quarter of the new document implementation.
* Provided support for RFP / RFI / RFQ proposals as well as ITAR and EAR implementation/review procedures.
* Launched an upgrade to the electronic documentation using DITA (Darwin Information Typing Architecture) with XML tagging and a CMS (Content Management System) database. The DITA implementation tied together the product documentation requirements for the Technical Publications, Training and Marketing teams on one common CMS.

**Technical Publications Manager**

General Dynamics (formally Force Protection Inc.)

2010 – 2011

Managed and maintained earned value management and regulatory compliance for three technical writing teams, an illustrating team, a training team and an editor’s team. Total of 58 direct reports.

* Ramped-up FPI’s documentation team from 25 to 58 writers/illustrators/editors in a matter of weeks to meet a critical deadline on a 17,000 page manual that was three years behind schedule. Developed a MS Project plan with over 700 milestones. Devised a 6 months recovery plan which included moving to 3 shifts and hiring new additional writers. Delivered the project on schedule and earned customer acceptance.
* Created a FPI’s first master technical publications program management plan. Improved the standardization and template updates, and standardized the document release processes.
* Served as Technical Publications/Support Team lead for the preparation of a multi-billion dollar proposal that included 25 years of product and documentation updates as well as updates to the software SDLC, the operation documentation and all of the detailed maintenance documentation.

**Documentation & Software Release Manager**

Motorola RFID Division

2002 – 2009

Recruited as RFID team lead for the Motorola On-Line-Service-Support (OSS) website development.

* Created an entirely new documentation package for the MC9000, Motorola’s new flagship product. Won accolades from the users as a vast improvement over the previous documents. Cut product printing cost by more than $13M.
* Implemented FrameMaker based style guide and template updates for the RFID team. Instituted a formalized system to release all RFID team software and document updates in AGILE. Created the documentation program management plans, financial planning, was the software release manager for the RFID team and maintained the web posting system for Motorola’s RFID enterprise software, supported document and software customer access.
* Developed a system to control all the RFID software releases & the OSS web postings. Wrote (or supervised the writing of) all the RFID technical user manuals, and maintained the web posting system for customer access and the internal posting system for internal product documentation access.
* Supported translation/localization of documentation in 13 languages. Interfaced with the translation vendors and maintained the electronic translation database.
* Led a multi-national team, with team members in: NY, MD, VA, MI, FL, CA, Taiwan, Sri Lanka, India and the UK.

**Senior Staff Software Technical Writer**

Nortel Networks

1996 – 2002

Managed/developed all the FrameMaker based SW/HW technical documentation for the Nortel's CTI department. Responsible for all of the software user manuals created for the CTI group and for integrating the electronic documentation into the software packages. Wrote (or supervised the writing of) all the CTI technical user manuals and maintained the documentation database posting system used for printing documents and for internal document access.