

JENNIFER MONIMAMBO

Corporate Management Portfolio

Project Management | Process Design | Reporting Systems | Agile Delivery

jennifermonimambo.com

ABOUT

The Corporate Program Builder

Jennifer Monimambo is a Senior Project Manager with deep experience in pharmaceutical reporting, analytics operations, and corporate program management. She designs the systems and process infrastructure that enable teams to work with greater precision, visibility, and continuity.

CORE EXPERTISE

- Pharmaceutical and life sciences sector
- Project and program management
- Reporting and analytics infrastructure
- Process design and handover documentation

The Jennifer Difference

Jennifer does not just manage projects. She builds the infrastructure that outlasts them. Every system, tracker, and process she delivers comes with documentation designed for the next person in the seat, not the current one.

15+

Years in project management

Pharma

and Life Sciences sector

100%

Projects with full handover docs

A Type

Precision-first approach

Every System. Every Detail.



Project and Program Management

End-to-end delivery of corporate programs from scoping and stakeholder alignment through execution, iteration, and formal handover.



Process Design and Implementation

Building structured intake, prioritization, and delivery workflows where informal processes have broken down or never existed.



Reporting and Analytics Tooling

Self-serve dashboards, capacity trackers, and Excel-based reporting systems designed for long-term team use, not one-off delivery.



Scrum Master and Agile Delivery

Sprint planning, grooming, retrospectives, and a structured cadence that replaces ad hoc coordination with data-first decision-making.



Stakeholder Management

Aligning leads, analysts, and leadership around shared visibility · translating business questions into process and system requirements.

The 4 Cs Framework

01

CONNECT

Understand the workflow, the gaps, and the questions leadership actually needs answered. Jennifer embeds before she builds, learning how the team works before designing anything.

02

CURATE

Design the right solution. Architecture, tools, and process logic that fit how the team operates, not how a system assumes they do. Built for the real user, not the ideal one.

03

COORDINATE

Build, iterate with stakeholders, and deliver with full documentation. Every component tested, every feedback round captured and implemented with precision.

04

CELEBRATE

Hand it over properly. Documentation, guides, and training designed for the next person in the seat, not the original builder. Built for continuity, not dependency.

Corporate Programs

01

Real-Time Team Utilization and Capacity System

Reporting Infrastructure

Pharma | 9-Person Team | 6 Brands | Excel + Workfront

Pharma / Life Sciences

02

Scrum Master Request Management Process

Process Design and Delivery

Pharma | 50+ Requests | 4 Therapy Areas | Excel + Workfront

Pharma / Life Sciences

CASE STUDY

Real-Time Team Utilization System

SECTOR

Pharmaceutical Reporting

ROLE

Senior Project Manager

TOOLS

Excel · Workfront · Brand System

STATUS

Delivered, Full Handover Docs

"One file. Any analyst. Under ten minutes. Every month."

9

Team members tracked

6

Brands covered

841

Hours logged per month

<10

Minutes to refresh monthly

A self-serve monthly utilization dashboard for a nine-person pharmaceutical reporting team. Before this system, monthly reporting meant rebuilding pivots by hand every cycle. Jennifer replaced that with a single file any analyst can refresh in under ten minutes.

THE CHALLENGE

No centralized system for tracking hours across brands, channels, and deliverables. Leadership had no visibility into individual or team utilization. The monthly rebuild required specialist knowledge and took significant manual effort each cycle.

THE APPROACH

Jennifer designed a three-layer architecture: Raw Data (paste-and-go), Task Mapping reference, and Settings tab. On top: a dashboard with three dropdowns (month, person, brand) that refilters every KPI and chart instantly. A 100% benchmark line makes over- and under-capacity visible at a glance. Iterated across two versions with stakeholder feedback before handover.

THE OUTCOME

Leadership gained first-time visibility into individual and team utilization, enabling data-driven resourcing conversations. Over-allocation in multiple team members was identified and addressed. Monthly reporting prep dropped from a multi-hour manual rebuild to a sub-ten-minute paste-and-click refresh. Adopted as the team's standard monthly view with full handover documentation.

Real-Time Team Utilization System • 8 Tabs, One Source of Truth

DATA LAYER • Input and Configuration

Raw Data

Paste the monthly Workfront export (cols A-E).
Brand, category, channel, and month auto-fill from formulas already in place to row 5,000.

Task Mapping

Reference layer. Each task mapped to a brand, category, and channel. Edit once here and every view updates automatically.

Settings

Month list and available hours per person per month. Starting point for every monthly refresh.

VIEWS LAYER • Output and Analysis

Dashboard

Month, person, and brand dropdowns each refilter every KPI, chart, and summary tab instantly.

By Team Member

Hours logged, available hours, allocation %, and utilization % per person.

By Brand

Hours by brand and by brand x channel. Charts for visual scanning.

By Task

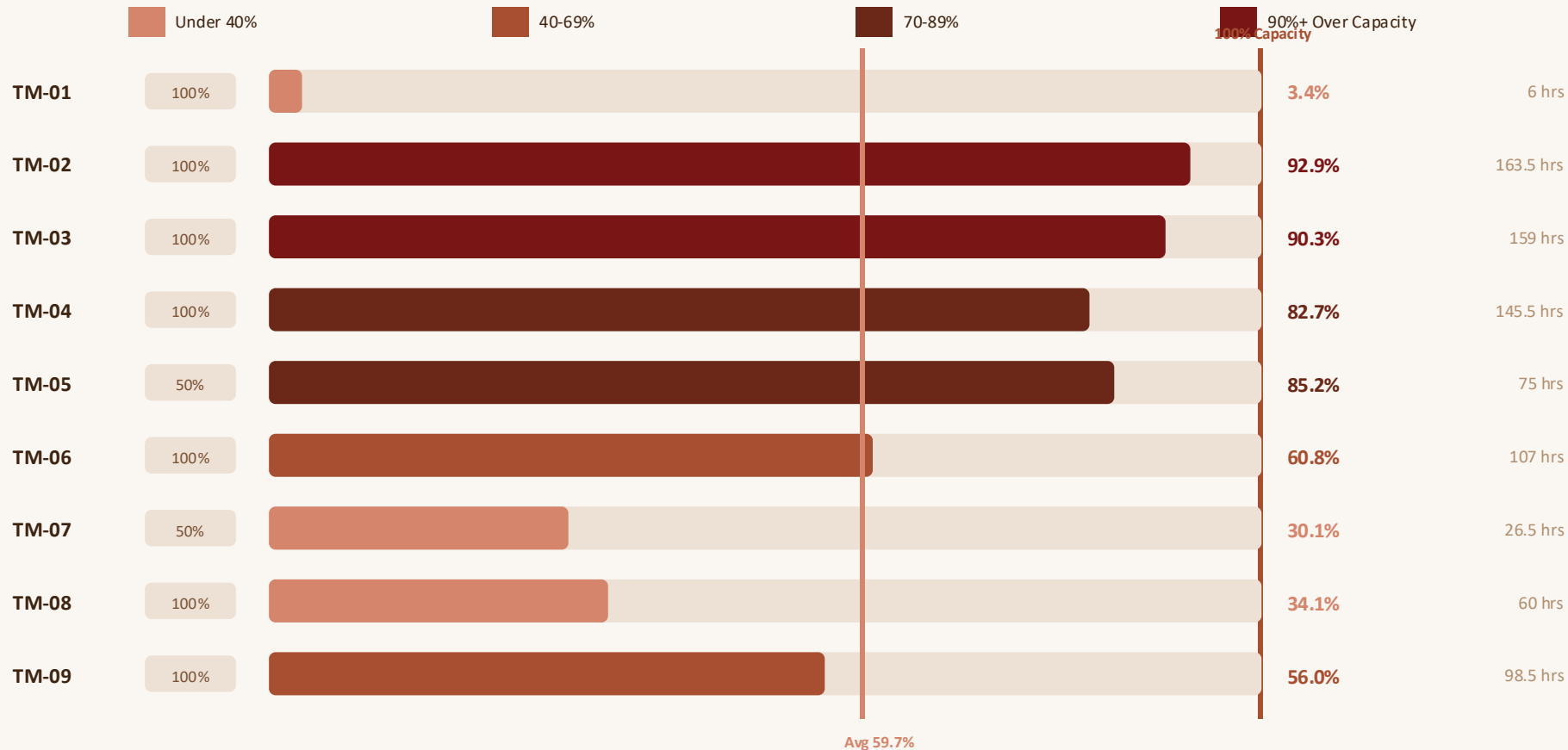
All deliverables with team members who logged hours that month.

Member x Brand

Cross-tab: every team member's hours by brand in one view.

BY TEAM MEMBER

Team Utilization Rates · Sample: April 2026



BY BRAND

Hours by Brand · Sample: April 2026 (841 Total Hours)

Brand		Hours	Channel Split
Brand Gamma		353h	41.9% Ch1: 264.5 Ch2: 0 All: 88.5
Brand Beta		204h	24.3% Ch1: 52.5 Ch2: 48.0 All: 103.5
Brand Alpha		187h	22.2% Ch1: 94.0 Ch2: 35.0 All: 58.0
Brand Delta		43.5h	5.2% Ch1: 0 All: 43.5
Brand Epsilon		36.5h	4.3% Ch1: 0 All: 36.5
Brand Zeta		17h	2% Ch1: 0 All: 17.0

CASE STUDY

Scrum Master Request Management

SECTOR

Pharmaceutical Analytics

ROLE

Senior PM · Scrum Master

TOOLS

Excel · Workfront · MS Forms

STATUS

Delivered, Full Handover Package

"One intake. One tracker. One cadence. Total visibility."

50+

Active requests tracked

4

Therapy areas covered

8

Workfront templates built

100%

Handover documentation

A global pharmaceutical analytics team had no structured process for managing incoming requests across four therapy areas and five brands. Requests arrived via email with no intake, no prioritization, and no delivery visibility. Jennifer built the full process infrastructure from scratch.

THE CHALLENGE

Requests arrived through multiple informal channels with no single intake point. There was no shared visibility into what was in flight, blocked, or complete. TA Leads had no structured way to communicate priorities, and the Workfront board had no project templates.

THE APPROACH

Jennifer built three layers: a structured Microsoft Forms intake replacing email requests, a dynamic Excel tracker with auto-calculated blocker flags and live KPI cards, and a structured weekly meeting cadence. Eight Workfront project templates standardized delivery from intake to close, each with defined lifecycle stages and estimated durations.

THE OUTCOME

Eliminated informal intake across the team. Created first-ever shared visibility into 50+ active analytics requests simultaneously. Blocker identification was automated, removing the need for check-in calls to surface issues. Eight Workfront templates standardized project delivery from intake to close. A full handover package was delivered including process guide, column reference, meeting templates, and tracker.

10 Required Fields · Replacing Email and Informal Requests

Stakeholder Name + Email

REQUIRED

Point of contact for clarification, approvals, and delivery.

TA Lead Name + Email

REQUIRED

Business owner responsible for the request and its priority.

Side of Brand

REQUIRED

Channel 1, Channel 2, or All Channels. Used for routing and segmentation.

Therapy Area

REQUIRED

Category I, Category II, Cross-Category, or Above Brand.

Brand

REQUIRED

The specific brand associated with the request.

Key Business Question

REQUIRED

What decision or insight will this deliverable support?

Request Type

REQUIRED

New Report, Enhancement, Ad-Hoc, Automation, or Dashboard.

Business Priority Level

REQUIRED

P1 High / P2 Medium / P3 Low. Feeds directly into prioritization calls.

Needed By

REQUIRED

Delivery target date and time. Used for sprint planning and Days Left.

Attachments

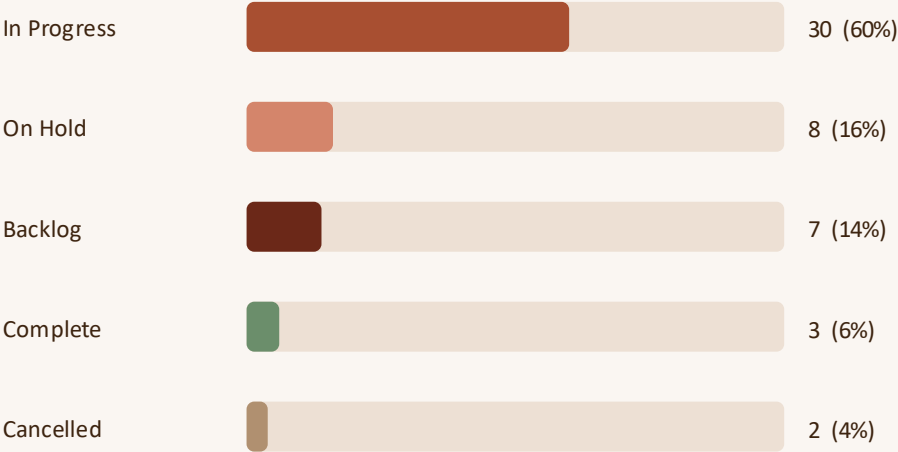
REQUIRED

Supporting briefs, prior analyses, or examples.

Live Visibility Across 50+ Active Analytics Requests



REQUEST STATUS



BY THERAPY AREA + CHANNEL

Therapy Area	Ch 1	Ch 2	All	Total
Category I (Obesity)	8	7	6	21
Category II (Diabetes)	9	8	2	19
Cross-Category	1	2	5	8
Above Brand	1	1	0	2
TOTAL	19	18	13	50

LET'S BUILD SOMETHING THAT LASTS

Ready to Begin?

*Every great program starts with a clear brief.
Jennifer would love to hear about the problem you need solved.*

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