
Job Description

SUMMARY OF JOB PURPOSE:

The Project Manager is responsible for the implementation, effective execution and other accountabilities surrounding key projects assigned, while remaining aligned with the strategy, commitments and goals of the organization. Projects assigned include, but are not limited to technology implementation and migration, key contract deliverables management, and other process or organizational projects for a health information technology environment.

ESSENTIAL JOB FUNCTIONS:(Position may include additional functions not listed.)

RESPONSIBILITIES:

- Manage and direct assigned projects with emphasis on accountability, time schedule control, scope, coordination of project development and implementation, and communication with designated clients.
- Manage, develop, direct and evaluate assigned projects utilizing accepted project management methodologies, communication and consultation with clients, project team members and other stakeholders.
- Develop project plans including project life cycle, budgets, resource requirements, change management processes, risk management, key milestones, communication mechanisms, test plans and deliverables.
- Manage project implementation including emergent issues with emphasis on time schedule control to ensure all tasks are completed within established deadlines and budgets.
- Prepare detailed reports on project progress to include project plans, barriers and solutions, milestones, financial costs/projections and analyses.
- Develop and maintain project management documentation
- Providing cost/benefit analysis, benchmarking analysis, and risk management plans for the business, vendor, and IT deliverables
- Assist with general operations support, case management, policy research and analysis, and related functions.
- Perform other duties as assigned.

SKILLS/QUALIFICATIONS:

- Bachelor's degree in Business Administration, Computer Science, Information Technology, or related field of discipline; or equivalent combination of education and work experience.
- Experience in Healthcare industry preferred.
- 5 years or more experience leading healthcare IT projects
- Proven expertise using project management methods.
- PMP certification preferred.
- Expert level experience with Project and Integrated Project Plans
- Experience managing information technology integrations
- Excellent workgroup management skills
- Excellent analytical skills and inter-personal skills
- Strong writing and verbal communication skills
- Proficient skills with full Microsoft Office suite including Visio, Project, and SharePoint.
- Detail oriented and the ability to reason logically and formulate ideas and opinions as well as ability to handle multiple priorities. Ability to work in a fast-paced workplace, adapt to a continually evolving environment, and work independently with limited supervision.
- A committed team player with exceptional interpersonal, problem-solving, and communication skills with ability to develop and maintain cooperative and productive work relationships.
- Ability to assume responsibility and maintain confidentiality consistent with the values and integrity of the organization.