

Job Description

Job Summary: The Project Manager plans projects of various sizes and complexity; accountable for end-to-end delivery of a project; managing cost and budget, timeline, dependencies, resources, scope, quality, and risk; and ensuring the project aligns with stated business objectives. This role collaborates with cross-discipline team members across the health system to drive the design, development and implementation of strategic projects; communicating deliverables and meeting expectations and project objectives.

Education: Bachelor's degree in Business Administration, Project Management, or related field. Master's degree preferred with a focus in healthcare management.

Licensure, Registration and/or Certification: Project Management Professional (PMP) or comparable certification preferred.

Work Experience: 0-6 months of related experience.

Knowledge, Skills and Abilities: Demonstrated use of a variety of project management concepts, practices, and procedures. Superior time management and analytical skills. Excellent working knowledge of Microsoft Office and other applicable software. Outstanding communication and organizational skills; and sound attention to detail. Ability to lead project teams of various sizes and see them through to completion. Ability to multi-task and balance multiple competing priorities while meeting strict deadlines.

Essential Functions and Responsibilities: Reviews requested project and process change suggestions, determines design and develops detailed project plan specifications including identifying relevant stakeholders, ensuring technical feasibility, and ensuring resource availability and allocation. Oversees all aspects of projects; prepares status reports and communicates with health system leadership throughout the course of assigned projects. Measures and tracks project performance, using appropriate systems, tools and techniques; making adjustments, as needed, to maintain alignment with project scope and business objectives. Uses appropriate verification techniques to manage changes in project scope, schedule, and cost; performing risk management to minimize risks. Facilitates change requests to ensure all parties are informed of the impacts on schedule and budget. Coordinates and assigns tasks to internal and external stakeholders to complete key project objectives; meeting with team members to identify and resolve issues. Ensures projects are delivered on-time, within scope and within budget making modifications, as needed, to meet the needs of the business objective. Conducts post project evaluation, identifies successful and unsuccessful project elements.

Decision Making: The carrying out of non-routine procedures under constantly changing conditions, in conformance with general instructions from supervisor.

Working Relationships: Coordinates activities of others (does not supervise). Works with internal and external customers via telephone or face to face interaction. Works with other healthcare professionals and staff. Works frequently with individuals at Director level or above.

Special Job Dimensions: None.