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Project Manager I

Req No. 2021-5678 **Company** Central Health US-TX-Austin**Category** Professionals **Type** Regular Full-Time

Overview

The Project Manager I is responsible and accountable for the success of his or her projects. This role works with customers, technical teams, and vendors to continuously monitor project schedule, budget, risks, client communication and reporting to ensure that projects are delivered on time and at, or under budget. Additionally, the Project Manager I will maintain and control project scope and ensure project metrics are achieved with agreed-upon outcomes. The Project Manager I will also perform other duties as assigned.

Responsibilities

Essential Duties (at least 5 that are non-negotiable duties and are absolutely pertinent to successfully completing the job without accommodations):

The Project Manager I MUST:

- Ensure that projects are delivered on time, within budget, on schedule and within project scope.
- Develop and manage detailed project plan, including schedule, project activities, assignments, resources, and achievement milestones. Create and manage the project schedule and coordinate appropriate resource scheduling for all required project tasks.
- Coordinate and manage project kickoffs, ensuring that all appropriate customer and technical resources are involved and understand the projects roles and responsibilities
- Identify resource needs and track/maintain a resource plan.
- Develop and monitor project budget.
- Resolve and/or escalate issues in a timely fashion according to department processes

- Manage relationships with project stakeholders, sponsors, and Joint Tech leadership, including internal and external clients and vendors, keeping them informed of progress and issues in order to manage expectations on all project requirements and deliverables.
- Utilize Joint Tech PMO standards, processes, and tools to create project documentation and track project metrics
- Develop, maintain, and improve design of project management policies and procedures
- Collaborate with customers, Joint Technology Team members, and vendors to create and maintain project documents (e.g., project charters, functional requirements, rollout plans, operational plans, project plan, resource tracking, risk register, etc.)
- Analyze lessons learned and share with other PMO team members, managers, technical teams, and customers.
- Review contract conditions; ensure compliance with all contract terms.
- Act as the point of contact for all internal and external project communication and documentation from the time of project handoff from the Business Analyst through project close-out.
- Manage all resource/expenditures based on project budget throughout the project lifecycle and communicate any issues impacting profitability.
- Manage or facilitate the testing and training of new applications, systems, and/or infrastructure.
- Ensure project team activities and decisions are clearly communicated and documented
- Manage changes to the project scope, project schedule, and project costs using Joint Tech PMO change management processes
- Identify, manage, and mitigate risks, action items, issues and resolutions related to ongoing projects.
- Manage transition to operational and support teams and ensure successful hand-off to appropriate departments for on-going support post-implementation
- Perform other duties as necessary.
- Perform project reviews to assess the health of a project and identify any issues or gaps.
- Perform other duties as necessary.

Knowledge/Skills/Abilities:

- Knowledge of and competency in project management best practices based on Project Management Body of Knowledge (PMBOK).
- High level of skill at building relationships within the organization.
- Strong attention to detail and accuracy.
- Excellent verbal and written communication skills.
- Working knowledge of business analyst and project management methodologies, including waterfall and Agile
- Ability to deliver engaging, informative, well-organized presentations
- Knowledge of the Software Development Lifecycle (SDLC)
- Ability to translate moderately complex concepts for peers and customers.
- Skill at facilitating meetings with multiple customers and technical staff, including building consensus and mediating compromises
- Experience with requirements management, workflow diagramming, and technical modeling
- Experience in data gathering and facilitation techniques (i.e. meetings and JAD sessions)
- Strong decision making/problem solving skills and experience with evaluating technical requests and projects

requests and projects

- Strong analytical and planning skills/experience with technical requests and projects
- Technical aptitude for understanding and communicating about new technologies

Qualifications

MINIMUM EDUCATION: Bachelor's degree required.

PREFERRED EDUCATION: N/A

MINIMUM EXPERIENCE:

- Three (3) years of experience working with customers and stakeholders to develop project documentation and managing project delivery within budget, on schedule and within project scope
- Experience with MS Office. MS Project. Visio