



## Job Description

**Job Title:** Project Manager

**Department:** Enterprise Project Management Office (EPMO)

**Reports to:** Associate Director of EPMO

**FLSA Status:** Exempt

**Grade:** 16

### Position Summary

The Project Manager is a part of Access Health CT's Enterprise Project Management Office (AHCT EPMO). S/he is responsible for management of projects with a moderate to high risk impact on external business partners and/or AHCT customers, exclusive of technology-based projects. The Project Manager leads the evaluation of projects 5 perspectives: business (functional, data and security), technology, financial, delivery, and political within the State of Connecticut and federal environment.

The Project Manager develops comprehensive project plans including timeline, budget, success markers, tracking and task owners. S/he is responsible for oversight of delivery performed by internal teams, business partners, and vendors while ensuring the project aligns with AHCT's vision. This position reports to the EPMO Associate Director and has no direct reports.

### Responsibilities:

- Ensure that all assigned projects are delivered on-time, within scope and within budget
- Define the project scope and objectives, involving the input all relevant stakeholders and ensuring feasibility
- Ensure resource availability and allocation
- Develop detailed project plans to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Delegate work and assignments to team members based on expertise, work experience, and time constraints.
- Proactively set the direction of the projects and manage them using PMI framework
- Manage projects using Agile, Waterfall, or Hybrid methodologies
- Responsible for resource utilization within and across work teams
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Assist others to identify solutions to issues that negatively impact project plan
- Identify gaps and recommend enhancements related to new and/or existing initiatives, services, and workflows based on the end to end view
- Responsible for developing alternatives to resolve issues and communicate effectively with all levels of management
- Identifies key requirements needed from cross-functional teams and external vendors
- Track project performance, specifically to analyze the successful completion of short and long-term goals

- Accountable for delivering against established business goals/objectives
- Conducts cost analysis, estimating expected costs for the project
- Conducts risk assessments, report identified risks to the management team; provides recommendations for mitigation of risk (including termination of the project if appropriate)
- Addresses questions, concerns, and/or complaints throughout the project.
- Communicates and collaborates with sales and marketing teams to provide training and information required to promote and sell new projects, programs, and systems.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices
- Other duties as required

**Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.**

- Bachelor’s degree in related field, which may include Computer Science, Business, or Engineering or equivalent experience is required
- 4 – 7 years of related experience in managing projects is required
- PMP, PgMP, CAPM, and/or comparable project management certifications is highly desirable
- Strong team player; ability to deliver tasks through people
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough understanding of or the ability to quickly learn about the project or product being developed
- Experience in managing projects in Healthcare industry is highly desirable
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Proficient with Microsoft Office Suite or related software

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a desk/table working on a computer, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is an in-office role 2 days per week in which the noise level in the work environment is usually low, and remote work 3 days per week. Requires fast-paced deadlines and has a high stress at times. Occasional work outside of normal business hours. Requires minimal to no travel.

**Equal Opportunity and Affirmative Action Employer**

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship