



Job Description

Job Title: Project Manager
Department: Project Management
Reports To: Depends on the role

Summary

The project manager (PM) is responsible for developing project plans, monitoring progress and ensuring deliverables are met on time and within budget. The PM is responsible for coordinating and managing resources internally across a matrixed organization and coordinating activities within the client environment.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Monitor and control the progress of the project at an operational level
- Maintain project management standards
- Ensure teams are utilizing the project management methodology and provide necessary training
- Create the project schedule mapping out the project goals and ensure it is aligned with customer's expectations; create a charter
- Identify and evaluate potential risks and build a risk mitigation matrix
- Smooth the schedule through a balancing of activities, time and resources
- Build work breakdown structures
- Manage project assumptions and constraints
- Manage clients and set their set expectations
- Ensure adherence to project plan
- Coordinate activities of sub-teams
- Define milestones and deliverables
- Conduct regular status meetings with both internal and external (client) teams to keep project stakeholders informed of progress, risks and issues
- Monitor issue resolution
- Manage change control process
- Provide scheduling tool support (resource leveling, reporting)
- Ensure development work groups have access to software and required tools
- Measure and report progress of project teams
- Monitor and report status of key milestones and deliverables
- Maintain project documentation repository
- Manage sign-off of key deliverables
- Build, track and report on the project budget including variance analysis

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and / or Experience

- B.S. in business management or related field
- Project Management Professional (PMP) certification preferred
- 2+ years project management experience, preferably in a software or healthcare environment
- Consulting experience and / or mindset
- General knowledge of the technical issues related to the development of business applications
- Strong understanding of project management methodologies, tools and best practices
- Strong leadership, communication and negotiation skills
- Ability to work effectively in a quick paced and dynamic development environment
- Six Sigma certificate a plus

Technical Skills

Microsoft Office products to include MS Project

Language Skills

Exceptional English written and verbal communication skills including presentation skills

Mathematical Skills

Must be able to analyze and present quantitative data. Should be able to compute basic mathematical functions such as addition, subtraction, division and percentages.

Reasoning Ability

The applicant should be able to analyze and interpret data relating to various projects and resolve issues and problems that arise.

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.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work will be conducted in a standard office environment. Temperatures are regulated by facilities management and are not within the control of the individual. Most work is conducted in an open-cubicle area with associated distractions. Business professional attire is required when interacting with clients/potential clients/vendors, etc.

Travel (approximately 25 percent) is required to locations throughout the United States.

About Atlas

Established in 1989, Atlas Development Corporation is a rapidly growing best-of-breed solutions provider to some of the most recognized names in healthcare. Atlas Medical connects doctors to leading national and regional laboratories for diagnostic test ordering and results reporting, and Atlas Public Health provides mission critical bio-terrorism and infectious disease surveillance systems to state and local governments. We are the best at what we do. Our web-based, database-driven applications utilize the latest software technology. We are currently seeking talented individuals to join our team of dedicated professionals.

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