HCIS PMO - Project Manager

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Type: Full-Time
Salary: $57,749 per year
Posted: 1 day ago
Category: IT Manager/Director
Position Summary

The Health Care Information Systems (HCIS) Project Manager is dedicated to supporting, leading, and overseeing strategic healthcare IT initiatives and projects across the University of Iowa Health Care enterprise. This role requires the application of professional project management methodologies to ensure HCIS project goals and objectives are met according to established scope, timeline, budget, and quality standards.

The Project Manager will utilize comprehensive project management skills following PMI standards and a phased hybrid methodology approach (Initiating, Planning, Implementing, Leading & Managing, Closing). Responsibilities include preparing project status reports, tracking resource allocation, conducting project meetings, ensuring timely progress, addressing constraints, mitigating risks, and managing project communications and stakeholder engagement.

Advanced project management skills associated with this position necessitate the ability to collaborate with a variety of stakeholders, including clinical staff, physicians, nurses, department leadership, hospital administration, technical teams, vendors, and executive sponsors. The Project Manager serves as a change agent, providing guidance and oversight throughout the project lifecycle while effectively navigating a complex healthcare environment.

This position is eligible for a hybrid work arrangement of both on-campus (UI Health Care) and remote work within the State of Iowa. Per policy, work arrangements will be reviewed annually and must comply with the remote work program and related policies and employee travel policy when working at a remote location.

Key Focus Areas:

- Support senior leadership in executing UI Health Care values and HCIS strategic goals.
- Collaborate with HCIS and internal/external stakeholders to successfully implement healthcare IT initiatives.

- Foster leadership awareness, commitment, and accountability through defined deliverables and measurable performance metrics.
- Manage benefits realization and compile progress reports against action plans.
- Lead organizational change management activities to ensure successful adoption.

Position Responsibilities

- Plan, estimate, organize, and manage multiple small to medium projects and larger-scale strategic initiatives.
- Lead project teams using established PMO methodologies and PMBOK principles.
- Hold regular core team meetings and ad-hoc project reviews with sponsors and stakeholders.
- Maintain team enthusiasm, energy, and focus throughout the project lifecycle.
- Establish effective teamwork, communication, and reporting at all organizational levels.
- Develop continuous improvement processes and lessons learned to enhance PMO methodologies.
- Collaborate with project sponsors to develop comprehensive business cases.
- Develop and maintain the Project Charter, Stakeholder Register, and Project Management Plan.
- Create detailed project schedules, work breakdown structures (WBS), scope statements, and deliverables.
- Assemble project teams, assign responsibilities, and develop resource plans.
- Estimate costs, create project budgets, and manage financial tracking.
- Document issues and risks and develop comprehensive risk registers.
- Create Communication Plans, Change Management Plans, and Benefit Management Plans.
- Execute project management plans to meet all project requirements.
- Monitor and control project schedules, scope changes, and costs using appropriate tools.
- Implement approved actions and workarounds to proactively manage project risks.
- Validate and control scope throughout the project lifecycle.
- Monitor cost, schedule, and technical performance of projects.
- Facilitate project meetings and distribute agendas and minutes.
- Manage project dependencies, issues, and change requests.
- Coordinate vendor management and contract oversight.
- Coordinate Go-Live activities, including readiness assessments (90/60/30 days).
- Establish and manage command centers for major system implementations.
- Collaborate with the Information Security Office and Heath Care compliance.
- Oversee interface development, testing, and validation activities.
- Manage training programs, including super user and end-user training.
- Develop downtime procedures and business continuity plans.
- Manage projects involving AI-powered tools for clinical decision support, predictive analytics, and workflow optimization.

- Leverage AI-powered project management tools to enhance planning, risk prediction, and resource optimization.
- Define and track Key Performance Indicators (KPIs) and project metrics.
- Provide monthly status reports to stakeholders.
- Manage benefits realization tracking and reporting.
- Update project status in the ESC Dashboard and Teamwork PMIS.
- Measure project performance and conduct variance analysis.
- Obtain formal acceptance and sign-off from stakeholders.
- Document lessons learned and conduct project retrospectives.
- Complete project closure reports and archive documentation.
- Conduct project satisfaction surveys.
- Transfer knowledge and deliverables to operations teams.
- Propose improvements to PMO methodologies and best practices.
- Coach and mentor project team members in PM tools and processes.
- Provide leadership through effective communication and negotiation.
- Offer continuous feedback, recognize achievements, and recommend improvements.
- Contribute to PMO standards, templates, and training development

Health Care Information Systems (HCIS) provides and supports information and communication systems and technology that facilitate quality patient care, progressive medical education, and innovative research. HCIS services Iowa Health Care by delivering comprehensive, high-level support for patient care delivery, internal and external communication, technology innovation, medical education, and research-creating and maintaining a positive, productive, and rewarding environment for information technology and communication staff.

Pay Grade: **https://hr.uiowa.edu/pay/professional-and-scientific-compensation/professional-and-scientific-job-classifications-pa y#accordion-item-15011-0**

Salary: $57,749/year to commensurate - 4B

The University of Iowa offers a generous benefits package, including 24 days of paid vacation per year to start and paid sick leave. Complete information regarding the full benefits package may be viewed at https://hr.uiowa.edu/benefits.

Percent of Time: 100%

Location: 3281 Ridgeway Dr, Coralville, IA 52241

Staff Type: Professional & Scientific

Type of Position: Regular

Education Requirements

A Bachelor's degree in Business Administration, Business or Management, Public Health, Health Administration or a related Health Industry discipline, or an equivalent combination of education and experience.

Experience Requirements

- 1-3 years of project management experience in implementing and managing multiple medium to large-scale healthcare IT initiatives/projects.
- Proven ability to engage and lead technology projects in healthcare or related industries.
- Experience working independently with a strong customer service orientation, utilizing established PMO methodologies, processes, and tools.
- Excellent verbal and written communication skills, capable of engaging all levels of management and clinical staff.
- Strong organizational, facilitation, and problem-solving skills.
- Experience leading teams through organizational change with a positive and collaborative attitude.
- Proficiency in project management tools, including the MS Suite, MS Teams, MS Visio, MS Word, MS Excel, and MS PowerPoint.
- Working knowledge of PMBOK (Project Management Body of Knowledge) principles and methodologies.
- Ability to manage multiple projects simultaneously with competing priorities.
- Understanding of healthcare workflows, clinical operations, and regulatory compliance requirements.
- Familiarity with AI technologies and their applications in healthcare, or willingness to develop expertise through training.

Desired Qualifications

- Project management experience in a healthcare delivery setting.
- Proven ability to contribute as an individual in successful project management and implementation.
- Preference will be given to candidates with educational qualifications and certifications in conjunction with project management experience in the healthcare industry.
- PMI Project Management Professional (PMP), Master Certificate in Project Management, Public Health Certification, Informatics Certificate, PRINCE2, AIPM Certified Practicing Project Manager (CPPM), ITIL v3, Lean, Agile, and/or Six Sigma certification.
- A master's degree in Business Administration, Business or Management, Public Health, Health Administration, or a related discipline within the healthcare industry.

To be considered, applicants must upload a resume (under submission of relevant materials) that clearly addresses how they meet the listed required and desired qualifications of this position. A cover letter is desired as part of the application process. Job openings are posted for a minimum of 7 calendar days. This job may be removed from posting and filled at any time after the minimum posting period has ended.

Successful candidates will be required to self-disclose any conviction history and will be subject to a criminal background check and credential/education verification.

This position is not eligible for University sponsorship for employment authorization.

For any additional questions, please contact Curtis Chung at curtis-chung@uiowa.edu.

Additional Information

- Classification Title: Project Manager
- Appointment Type: Professional and Scientific
- Schedule: Full-time
- Work Modality Options: Hybrid within Iowa

Compensation

- Pay Level: 4B
- Starting Salary Minimum: 57,749
- Starting Salary Maximum: 105,246

Contact Information

- Organization: Healthcare
- Contact Name: Curtis Chung
- Contact Email: curtis-chung@uiowa.edu

The University of Iowa is an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, or associational preferences