



## **DCH Health System Job Description**

**Position Title:** Project Manager

**Date:** 6/2/2025

**Department:** Strategy Execution

**FLSA Status:** Exempt

**Organization:** DCH Health System

**Reports to:** Director, Strategy

### **POSITION SUMMARY**

The Project Manager is responsible for leading and executing medium-to-large scale projects across the health system that advance strategic priorities, enhance patient care, and improve operational efficiency. The Project Manager ensures project goals are delivered on time, within scope and budget, while aligning with organizational values and compliance requirements. This role partners with clinical, operational, IT, and executive stakeholders to manage the full project lifecycle, from initiation through closure, leveraging industry-recognized methodologies such as PMI standards and Lean Six Sigma principles.

### **KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

#### **1. Project Execution & Delivery**

- Lead all phases of the project management lifecycle for strategic initiatives, including scoping, planning, execution, monitoring, and closeout.
- Develop detailed project charters, work breakdown structures, Gantt charts, and project schedules with clear deliverables and ownership.
- Track project progress against defined milestones, using KPIs to measure performance, and report status weekly to sponsors and leadership.
- Manage project budgets, tracking expenditures and providing variance analysis and justifications.

#### **2. Stakeholder Engagement & Communication**

- Facilitate cross-functional meetings and maintain effective communication plans to keep stakeholders informed and engaged.
- Collaborate with clinical, administrative, and technical leaders to gather requirements, align priorities, and resolve issues.
- Provide concise, data-informed project updates to leadership, including dashboards, risk logs, and decision matrices.

#### **3. Team Leadership & Resource Management**

- Assemble and coordinate diverse project teams, assigning tasks aligned with expertise and availability.
- Provide direction, motivation, and performance feedback to ensure accountability and team cohesion.
- Support resource forecasting and advocate for needed personnel or vendor engagement to meet deadlines.

#### **4. Risk & Issue Management**

- Proactively identify risks, dependencies, and constraints; develop and implement mitigation and contingency strategies.
- Log, monitor, and escalate issues that impact scope, timeline, or cost, and track resolution through completion.
- Lead post-project reviews to capture lessons learned and integrate process improvements into future efforts.

#### **5. Governance & Standards Compliance**

- Adhere to DCH Health System's PMO governance framework and maintain accurate project documentation in the project repository.
- Ensure compliance with regulatory, privacy, and security standards (e.g., HIPAA, Joint Commission).
- Maintain project artifacts such as project charters, risk registers, stakeholder maps, and communications plans.

#### **6. Continuous Improvement & Professional Development**

- Contribute to the maturity of project management practices by mentoring peers and standardizing templates and workflows.
- Participate in PMO-led training, forums, and reviews; remain current with project management trends and healthcare regulations.
- Champion a culture of continuous improvement, data transparency, and accountability across initiatives.

#### **7. Other duties as assigned** in support of departmental or system-wide priorities.

### **DCH STANDARDS**

- Maintains performance, patient and employee satisfaction and financial standards as outlined in the performance evaluation.
- Performs compliance requirements as outlined in the Employee Handbook
- Must adhere to the DCH Behavioral Standards including creating positive relationships with patients/families, coworkers, colleagues and with self.
- Requires use of electronic mail, time and attendance software, learning management software and intranet.
- Must adhere to all DCH Health System policies and procedures.

### **MINIMUM KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED**

#### **Required Education & Experience**

- Bachelor's degree in business, healthcare administration, information systems, or related field.
- Minimum of 3 years of project management experience in a healthcare or complex matrixed environment.
- Project Management Professional (PMP®) certification required or obtained within 18 months of hire.

#### **Preferred Education & Experience**



- Master's degree in business administration, public health, or a healthcare-related discipline.
- 3+ years of experience managing enterprise-wide or clinical transformation projects in a health system setting.
- Familiarity with change management practices is a plus.

**Required Skills**

- Advanced proficiency in project management tools (e.g., MS Project, Smartsheet, or equivalent).
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Visio).
- Excellent interpersonal, facilitation, and written communication skills.
- Proven ability to manage multiple concurrent projects, lead cross-functional teams, and work independently.

**Preferred Skills**

- Working knowledge of Lean Six Sigma or performance improvement methodologies.
- Experience with EHR implementation, clinical integration, or operational redesign preferred.

**WORKING CONDITIONS**

- Lifting up to 10 lbs. maximum and occasionally lifting and/or carrying such articles as files, patient charts, computer printouts, etc.
- Must have good manual dexterity.
- Must be able to stoop, kneel, and/or crouch on occasion.
- Must be able to perform the duties with or without reasonable accommodation.
- Physical presence onsite is essential; some remote work may be permitted based on project needs.
- Hearing and vision must be normal or corrected to within normal range.

**SIGNATURES**

An employee signature indicates that the employee has reviewed and understood the job description.

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Signature

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Date

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Employee Number

Reviewed: June 2025