Downloaded from <https://www.velvetjobs.com/job-descriptions/healthcare-project-manager>

# Example of Healthcare Project Manager Job Description

Our company is growing rapidly and is hiring for a healthcare project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for healthcare project manager

* Actively communicate with Parallon, Service Center, Division, Corporate, Facility or other client stakeholders to manager multiple project business owner(s) and team member(s) relationships to accomplish project activities
* Author/facilitate strategic documents such as Project Charters, Education and Communication plans, detailed project plans, and present project updates/presentations to business owners
* Responsible during the presales phase to assess the customer site, agreeing on project scope
* Manage the scope of activities that need to be delivered by the team using industry recognized project management tools, methodologies, SDLC practices and software testing tools
* Create technical implementation plans as needed for changes required to systems that are supported by the team
* Participate in operational and project meetings representing the team having full knowledge of the status of activities upcoming, in-progress, and completed
* Assign and manage workload for all team members
* Manage client, team and project escalations as they arise
* Continuously identify issues, challenges and opportunities for improvement and proactively implement the changes required to address them
* Develop resource plans to forecast team utilization for upcoming projects and support work

## Qualifications for healthcare project manager

* Five years or more years of experience in project management activities
* Demonstrated ability to lead a large project team
* 3 + recent project management experience in a large complex organization
* Prior Health & Human Services experience is preferred an desired
* Experience working with government agencies and/or equivalent experience providing customer operational support
* Software development methodology knowledge preferred