

## JOB DESCRIPTION

Company: TUVA

Title: Medical Project Manager

Location: North Chicago, IL

Emp Status: Full-time

Reports To: Program Manager

FLSA Status: Exempt

### **JOB DESCRIPTION:**

Medical Project Manager. The contractor shall designate, in writing, the medical project manager that can represent the contractor in medical tasks, addressing government concerns with performance and deliverables, and is a communication conduit between the government and contractor management.

Qualifications of Medical Project Management Support Personnel, including the Medical Project Manager. Contractor personnel shall possess the qualifications, skills, and knowledge as follows:

Project Management Professional (PMP) Certification with a minimum of five years' experience with managing medical projects with a minimum annual value of \$1 million.

Medical personnel shall have a minimum of three years of documented experience with Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH) Act, International Classification of Diseases (ICD), Current Procedural Technology (CPT) coding, and Health Level Seven (HL7).

Task Medical Project Management Support.

Contractor shall provide medical project management, business and information technology requirements identification and information technology knowledge to HQ, USMEPCOM J-7 Directorate to include; planning, evaluating, directing, tracking, analyzing and coordinating project functions including resources, budget and schedule.

Provide medical management to other medical projects as assigned.

Coordinate medical policies and procedures essential to the project, and incorporate Institute of Electrical and Electronics Engineers (IEEE) standards, business process re-engineering (BPR), DoD Business

Enterprise Architecture (BEA) procedures and standards.

Initiate and facilitate project kick off meeting(s).

Incorporate into medical project management knowledge of Health Insurance Portability and Accountability Act (HIPAA)/Health Information Technology for Economic and Clinical Health (HITECH) Act, International Classification of Diseases (ICD) 9th and 10th Revision and Current Procedural Technology (CPT) coding, Health Level Seven (HL7) interoperability standards, and Oracle 11-G platform with associated government-procured tool set capabilities.

Schedule and host project meetings on a weekly and monthly basis, as applicable.

Provide project closure support by scheduling and hosting a project review meeting with formal handoff of all project deliverables (documentation, source code, training, etc.).

The requirements of this task shall be accomplished through sound PMP methodology which shall conform to USMEPCOM standards and Capability Maturity Model Integration (CMMI) processes.

Subtask 1 - Project Planning, Project Organization, Scope & Change Management

- Maintain and manage project plan that outline key tasks, dates, milestones and deliverables
- Update project schedules in the Integrated Master Schedule
- Discuss and consider all recommended project scope changes with J-7 designated USMEPCOM

- POCs in respect to project impact, time lines, staffing and funding
- Produce the work break down structure based on project team meetings
- Identify business and information technology requirements
- Provide medical project plan updates within five business days of start of task.
- Provide work breakdown structure report within 20 business days of start of task and weekly thereafter.
- Provide system requirements specification (SRS) within 20 business days of start of task and monthly thereafter.
- Provide updates within one week of start of task and weekly thereafter.

#### Subtask 2 - Project Status Tracking

- Vital project activities and milestones shall be tracked.
- Concise commentary addressing accomplishments, next steps, any anticipated issues, bottlenecks or decision points identified and recorded.
- Submit weekly Quad charts to Project Management Office (PMO), government PM to provide format.
- Provide project status report within five business days of start of task.
- STD: Conduct a project status meeting at the start of each project.
- AQL: 99% of the time.

#### Subtask 3 - Quality Management

- Manage and record peer reviews of project deliverables.
- Ensure project deliverables meet project expectations.

#### Subtask 4 – Risk and Issue Management

- Provide written report of any identified risk or issue by the project team to the government PM and the COR
- Provide written recommendation(s) produced by the project team on how to address the issue(s) and/or mitigate the risk(s)
- Manage Configuration Management Software Submissions related to assigned projects
- Initiate risk register at the beginning of each project and updated every five business days.

#### Subtask 5 - Project Communication

- Communicate with Project Sponsors and ascertain the level of project involvement required
- Attend all project meetings related to assigned projects
- Coordinate meetings with appropriate technical and business staff
- Provide project closure support by scheduling and hosting a project review meeting with formal handoff of all project deliverables (documentation, source code, training, etc.).
- STD: Conduct project related presentations and meetings throughout the projects.
- AQL: 95% of the time.

#### Subtask 6 – Communication

- Contractor shall prepare and deliver presentations and briefings. Contractor's progress, status and management report provides the progress of work and the status of the program and assigned task, report all approved travel costs and informs the government of existing or potential problem areas.
- Task performers shall attend Project status meetings, enter items into the Risk Register, update project plans, establish/modify WBS and establish/modify system requirements specification as needed.

Work Environment and Physical Demands: Normal office environment.

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