

UW HEALTH JOB DESCRIPTION

IS Project Manager

Job Code: 330037	FLSA Status: Exempt	Mgt. Approval: L. Green	Date: April 2023
Department: Information Services		HR Approval: M. Grayson	Date: April 2023

JOB SUMMARY

The Information Services (IS) Project Manager applies project management skills and technical knowledge in the leadership of multiple technology projects. The IS Project Manager manages project interdependencies, project risks, and removes barriers to ensure success. The IS Project Manager provides leadership without direct authority to cross-functional technology and business teams, vendors, and external business partners to ensure projects are delivered within scope, budget, and time commitments. Within projects, the IS Project Manager manages business process redesign, technology implementation, resource management, organizational change management, training, and business value attainment. This is a highly visible position supporting organizational leaders requiring a great degree of professionalism, emotional intelligence, as well as health care business and technology acumen.

The IS Project Manager participates in the development and improvement of project management standards and processes within the IS PMO and across the department.

MAJOR RESPONSIBILITIES

- Manage multiple project teams with diverse stakeholder groups and cross-functional integration points
- Define and develop detailed project plans and prioritize associated tasks
- Utilize project management tools and best practices to drive project teams towards achieving milestones
- Manage issues, risks, and changes to timeline, scope/quality, budget, and resources
- Establish rapport and team member engagement by modeling a positive team environment/culture of safety, shared goals, and utilizing creative problem-solving and negotiation to reach common ground
- Develop trusted relationships with internal and external stakeholders
- Develop and deliver status reports, requirements, and documentation to project workgroups, senior leadership, and other key stakeholders to enable informed decisions and value achievement
- Apply organizational change management tools and processes to support successful communication and adoption of the project's deliverables
- Facilitate effective and sustainable transitions to operational owners upon project completion
- Act as an Information Services liaison with UW Health departments, partners, and vendors
- Act as a representative of UW Health in the community, at professional conferences, with regulators, etc.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Project Management, Information Technology, Healthcare, Business, or related field Four (4) years combination of relevant experience and education may be considered in lieu of degree
	Preferred	Master's degree in Project Management, Information Technology, Healthcare, Business, or related field preferred.
Work Experience	Minimum	Demonstrated success in the following areas: <ul style="list-style-type: none"> • Functioning as a project manager on cross-functional technology initiatives • Leading the design, development, configuration, support, and adoption of technology solutions • Forming and sustaining collaborative, trusted-advisor relationships with stakeholders and colleagues • Generated professional, clearly written communication tailored to the audience
	Preferred	Demonstrated success in the following areas: <ul style="list-style-type: none"> • Working within a healthcare industry, which may include a health system, academic medical center, or health payer organization • Leading initiatives utilizing waterfall and agile concepts, practices, and tools • Applying organizational change management tools and processes • Utilized ServiceNow for project time tracking and resource management
Licenses & Certifications	Minimum	None

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	Preferred	PMI Project Management Professional (PMP) certification or equivalent
Required Skills, Knowledge, and Abilities	<p>Intermediate proficiency in the following areas:</p> <ul style="list-style-type: none"> • Communication • Critical thinking • Mentoring and teaching • Leads with integrity • Escalation • Issue/Risk Management • Project planning <p>Ability to:</p> <ul style="list-style-type: none"> • Employ standard project management concepts, practices, and tools • Leverage creative problem-solving and negotiations to reach objectives • Apply broad technical knowledge to understand business needs and technology capabilities to plan and lead technology delivery • Manage and control changing priorities and mitigate issues and risks 	

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.