



Gravity Project Manager Job Description

The Gravity Project is currently seeking an experienced Project Manager to oversee the planning and delivery of the Gravity Project, a national public collaborative focused on the development and implementation of standardized social determinants of health (SDOH) data. This individual will work remotely and provide overall support to the Gravity Program Management Office (PMO) as directed by the Gravity Program Manager, Evelyn Gallego.

Project Planning

The Gravity Project Manager will oversee the delivery of all Gravity workstream activities and ensure they achieve value to all Gravity Project sponsors and stakeholders. The PM will:

- Ensure all Gravity projects are appropriately scoped; are delivered on-time, within scope, and within budget. S/he does this by applying project management concepts with a full understanding of project management practices and IT policies and procedures to manage complex projects.
- Lead and facilitate planning sessions with project stakeholders, translating stakeholder input into requirements, scoping/planning documents, and develop comprehensive project or workstream plans for integration into the overall program management plan (PMP)
- Establish formal mechanisms to better facilitate and manage the new Gravity governance structures to ensure adequate representation from all relevant constituencies
- Structure the phasing/sequencing of the initiative/project or provide input on and takes ownership of the project plan if already developed
- Establish project methods and templates to ensure adequate planning, tracking, reporting, and change control using recognized web-based project management tools such as monday.com, MS Project, Smartsheet, or Wrike.
- Document plan appropriately for proper management and storage of project documentation; and protects proprietary and confidential data (PHI, PII, and other legally protected information).

Project Monitoring

The Gravity Project Manager will ensure the Gravity Project is executed per the defined roadmap laid out by the PMO, while the individual workstreams within Gravity are executed in accordance with the overarching program management plan (PMP). The PM will:

- Monitor project performance and track progress against planned activities and milestones
- Manage project resources and ensures activities are in scope
- Identify, communicate and mitigate risks and issues

- Manage project financials, including developing scope and budget and tracking progress
- Conduct analyses for complex, project-related issues and makes recommendations to the Program Manager, PMO team and/or steering committees

Communications and Stakeholder Engagement

The Gravity Project Manager will oversee the development of the Gravity Communications Plan that outlines both the internal and external flow of critical and sensitive project information. The PM will:

- Establish relationships and creates clear communication channels with key stakeholders and delivery partners.
- Create and deliver project communications including status reporting to the PMO and Governance committees.
- Ensure project teams are well-informed of product or product roadmap and maintain a deep understanding of the program goals through project delivery.
- Effectively apply judgment and stakeholder management techniques to balance competing requirements with cost, timeline, and complexity.

Project Execution

The Gravity PM will create frameworks and structures to drive prioritization and finalization of Gravity workstream deliverables, ensuring that all relevant policy, internal governance, approvals, and controls, and procedural issues are addressed. This will be accomplished by:

- Proactively engaging the Gravity PMO, workstream project members, and in-kind resources to secure relevant and necessary support in the execution of the project objectives
- Designing and implementing a change management process
- Designing and leading the implementation of continuous improvement activities
- Defining and negotiating any needed acceptance criteria with stakeholders

QUALIFICATIONS

Required:

- 10+ years of experience in health care – specifically looking for experience in health information technology, clinical informatics, data standards, operations, and value-based payment.
- PMP certification
- Scrum experience
- Sprint experience
- Experience in Agile as well waterfall methodology
- Experience in budget planning, time tracking, and resource allocation
- Experience in federal and commercial contract management
- Experience with stakeholder analyses
- Experience using cloud-based project management tools e.g. Monday.com, MS Project
- BA or BS degree

Preferred:

- Knowledge of social and clinical care data integration
- Experience with health data interoperability
- Experience with clinical terminologies
- Strongly prefer Agile/Scrum certification
- Experience with large IT projects and Governance structures
- Experience with fundraising
- Possession of excellent oral and written communication skills

Please send your resume to hello@emiadvisors.net.