

Employment Opportunity for: Technical Project Manager

Position Purpose

The Technical Project Manager is responsible for planning, coordinating, and delivering software development projects according to specifications and deadlines, including tracking development activities and both internal and external resources. At the start of each new development activity the Technical Project Manager will champion and coordinate requirement gathering, identify acceptance criteria, create schedules, identify key project milestones and oversee quality control throughout the development life cycle.

Essential Functions and Basic Duties

To deliver software development projects according to plan, the Technical Project Manager shall help attain resources, and shall coordinate internal MiHIN team members and third-party contractors and/or consultants, and mentor student interns. This software development project delivery includes identification, assessment and communication of project risks and regular communication with the Program Management Office (PMO). The Technical Project Manager must understand concepts related to the project and shall clearly communicate project status and project critical success factors to the management team.

Specific duties include:

- Ensure development activities align to overall project scope, project charter, resource budgets and project schedule
- Routinely communicate development status, resource utilization and detailed level schedule to management and related project team members
- Facilitate documentation of requirements from internal and external stakeholders to ensure commitment and understanding of scope by all participants
- Day-to-day oversight of development projects including managing coordination, scheduling, preparing agendas, tracking follow-up actions and documenting meeting activities
- Ensure that necessary parties (staff, vendors and stakeholders) are included to accomplish the meeting agendas, goals and the project milestones and all deliverables
- Work with PMO to serve as the primary day-to-day contact to facilitate communication and coordination of development activities
- Create development documents with appropriate team members
- Effectively communicate and respond via email, telephone, formal writing and in-person
- Manage and track the work of MiHIN approved vendors, vendor contracts, vendor Statements of Work (SOWs) and vendor deliverables
- Document development status as appropriate



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- Assist in documenting and auditing related policies and procedures
- Attend/participate in weekly project management calls, stakeholder roll calls, staff roll calls and related project meetings as directed

Required Qualifications

- Bachelor's degree and three to five years relevant work experience
- Thorough knowledge of project management methods, techniques and tools
- Ability to write and communicate effectively
- Excellent team facilitation and listening skills
- Familiarity with common online collaboration and presentation tools
- Prior experience with large scale information technology projects

Desired Qualifications

- Working knowledge of Discipline Agile development methodology
- Software quality assurance experience
- PMI Certification and understanding of when and when not to apply the Project Management Body of Knowledge (PMBOK® Guide) – Fifth Edition to achieve project success
- Prior experience with both mid-level corporations and small startup organizations
- Previous experience with high tech, public sector and/or healthcare industries
- Fun to work with and patient

Position Reports to: MiHIN Directors

Supervisory Role: May lead, direct and supervise the work of others

Job Location: East Lansing, MI

What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, Health Information Exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.



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Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in health care. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN currently also contributes to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

Application Instructions

- Please email cover letter, resume, and three full references to jobs@mihin.org for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.