

## **Software implementation Project Manager Position**

Digital Innovation, Inc. (DI), a full service software solutions provider with over twenty years of experience, specializes in the design, development, and support of medical registry, case management and related database applications.

Our software is used by the vast majority of hospitals within the US to track, manage and improve the quality of care for emergency / trauma patients to help hospitals, regions and states to ensure that all patients receive the best care possible within the critical “golden hour” following a traumatic event to maximize their chance of survival. Top surgeons from across the nation also use the statistical data gathered by our software to research the effectiveness of current treatment methods and identify areas where further innovation or new procedures may be required.

### **Responsibilities**

#### **Project Management**

- Coordinates resources to effectively ensure successful execution of the project plan and deliver a quality project
- Support the performance of defining project scope and requirements (i.e., business analysis)
- Act as liaisons between users, product management, sales and developers to define software requirements and write detailed functional specifications
- Work with internal staff to develop and plan projects and project work orders
- Develop and maintain project documentation such as project plans, Gantt charts, punch lists, configuration guides, etc.
- Maintain internal company project tracking system for each assigned project
- Assures the quality of software being shipped the client, through code reviews with developers and other methodical software quality assurance processes
- Coordinate set-up of testing environment and develop and execute test plans
- Assist the users in acceptance testing, developing procedures, and updating documentation
- Perform or coordinate the performance of internal processes relating to product configuration for applicable projects
- Act as an external contact on selected aspects of a project, as directed by DI’s Project Directors
- Act as expert resource for Customer Service, Tech Support and other departments in all functional and content areas associated with a project

#### **Documentation Development**

- Coordinates the development and revision of Four T’s (Tools, Templates, Techniques, Training) as an output from each software project
- Develop and maintain documentation software documentation as specified for each assign project

#### **Minimum Qualifications**

- BA or BS in relevant field or equivalent prior work experience and training
- Demonstrate success in project management using recognized PMI methodologies
- Proficiency in using the Microsoft Office suite of software
- Demonstrate conceptual understanding of databases including data structures and data flows
- Demonstrate ability to coordinate cross-functional groups to accomplish goals
- Ability to work within a team to meet established project goals
- Ability to communicate professionally, concisely and effectively, both verbally and in writing

- Ability to generate technical but user-friendly procedural documents

### **Preferred Qualifications**

- Experience in the information technology or software development industries
- Experience in the healthcare related industry
- Ability to manage deliverables during all phases of the product development life cycle
- Ability to gather, interpret, and communicate complex ideas
- Ability to understand business concepts and issues as well as technical systems processes
- Ability to make intelligent recommendations for software design improvements
- Ability to work with customers to determine software design feasibility
- Ability to write clear functional specifications from which a programmer can work
- Ability to work independently and as a member or leader of a team with minimal supervision

### **EOE**

Digital Innovation, Inc. is full service technology solutions and software development company specializing in the design and development of medical database applications and associated application development tools. As demonstrated by a user base of more than 1,300 sites, Digital Innovation is the leading vendor of trauma registry systems, and is unique in its emphasis on the design, development, and support of strategic relationships and customized product frameworks with our clients. [dicorp.com](http://dicorp.com)