

<b>Position Profile</b>		
September 2016	LIMS Implementation Project Manager	

*Mathtech, Inc. is a strategy and consulting services firm with offices in New Jersey, Virginia, and Arizona. With over 50 years of experience serving federal, state, and local government agencies, nonprofit organizations, and commercial companies, Mathtech has built a solid reputation for successfully completing projects and working collaboratively with our clients.*

Mathtech is seeking a qualified individual to join our growing state and local consulting practice as a Project Manager for the implementation of a Laboratory Information Management System (LIMS).

**Position Responsibilities:**

- Execution of the Project Charter;
- Working with project stakeholders and team members to write and execute a project management plan;
- Creation and tracking of the following Project Log documentation:
  - Project Risks, Issues and Actions
  - Communications Matrix/Plan
  - Budget versus actual expenses
  - Business Requirements
  - Test Cases
  - Change Requests
- Development of a Life Cycle Cost Analysis that outlines the 5-year cost of the project;
- Creation and on-going maintenance of a detailed project schedule;
- Scheduling, agendas, facilitation and minutes for project team meetings;
- Generation of regular Project Status Reports at an interval agreed upon by the Project Sponsor;
- Facilitation of regular Stakeholder reviews of project status and open risks/issues
- Vendor and contract management;
- Obtaining Sponsor and Key Stakeholder sign-off on the major project plans/artifacts, project deliverables and “go/no-go” points at the end of each stage in the solution implementation life cycle; and
- Administering and compiling input on a Customer Satisfaction Survey at the close of a project.

**Position Requirements:**

- At least 10 years of proven experience as a Project Manager managing the implementation of complex IT systems.
- Laboratory Information Management Systems implementation experience a plus.
- Certified Project Management Professional (PMP) a plus
- Effective negotiator with a diverse project team with divergent interests.
- Highly organized with the ability to multi-task; detail oriented.
- Effective communicator both orally and in writing.
- Effective problem solver.

Location: Burlington, VT with the option for remote work

To apply, respond to [recruiting@mathtechinc.com](mailto:recruiting@mathtechinc.com) with the Position Title in the subject line of your email; please include a recent resume and a completed Requirements Matrix if attached to this profile.