

Project Analyst

Company Overview

Veterans Accountable Care Group, LLC (VACG) is a deeply experienced health services development and management organization focused on assisting governmental agencies and commercial health plans optimize care delivery programs. Our executive leadership and partners have formulated and executed clinical integration strategies for some of the country's leading health care delivery systems, federal agencies and state governments. Our core focus is the Veterans Health Administration and the DOD's Military Health System, targeting opportunities requiring technology-enabled solutions, delivering innovative approaches to care delivery and highly-effective administrative services.

- VACG offers a competitive benefits package including: health benefits, 401K, company holidays, PTO, etc.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- VACG is an equal opportunity employer.
- The VACG operations center is conveniently located in the DC Metro area with parking available on site. Also, convenient to public transportation.
- Apply by submitting resume and informative cover letter to resumes@vacgroup.org

Position Summary

The Project Analyst is responsible for a wide range of critical project planning and management activities including developing and maintaining the organization's fully resource loaded Integrated Master Schedule (IMS) and Work Breakdown Structures (WBS). Produces required deliverables on time within budget and scope. Reports to the Implementation & Transition Manager.

Major Responsibilities

- Develops and maintains project specific Integrated Master Schedules (IMS), including resource loading, milestone identification, critical paths, constraints, predecessors, and manage a change control process of variance to baseline performance.
- Ensures that all project plans and deliverables are produced on-time, within scope and within budget.
- Develops detailed project plans and work breakdown structures to coordinate and track implementation and ongoing progress.
- Applies appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measures performance using appropriate systems, tools and techniques
- Creates and maintains comprehensive project documentation

Essential Skills and Experience

- PMP certification
- 5-7 years professional work experience in project management.
- Experienced in management, budgeting and analysis.

- Excellent client-facing and internal communication skills.
- Solid organizational skills including attention to detail and multi-tasking skills
- Advanced proficiency in MS Project, Excel and PowerPoint

Education

- BA/BS in business or technology related field
- Graduate degree (e.g. MBA) preferred