

**Employee Name:** Employee Name

**Start Date:** Date

**Department:** Product Development and Component Development

**Employee Status:**  Full-time  Part-time  Temporary  Intern

**FLSA Status:**  Exempt  Non-Exempt

### Job Summary

The Senior Project Manager is responsible for the successful planning, management and execution of product development projects and other related standard operating procedures. The Sr Project Manager will lead a cross-functional team consisting of product development, quality, manufacturing, and procurement personnel, among others. The Sr Project Manager is also responsible for management of Resolution Medical to customer relationship with respect to project deliverables, timing and budgets.

### Essential Functions

- Work with customer and resource managers to drive the identification of the skills, duration and effort required for successful project execution
- Develop, update and maintain detailed project plans and schedules
- Facilitate and coordinate project team meetings, including meeting agendas, minutes, decisions, and key conclusions and action items
- Manage the preparation and/or delegation and completion of all required project documentation while ensuring compliance with Quality System Requirements dictated by the Project and Quality Plans
- Create and manage Design History Files as required within the designated Product Documentation Management System (e.g., Grand Avenue)
- Develop, communicate and implement project risk/issue management plans and strategies (e.g., mitigation, avoidance, transfer, acceptance)
- Communicate project progress and mediate conflict resolution to achieve and align team position to both internal and external stake holders
- Support company finance, accounting, human resources, quality, and business development departments as necessary to ensure compliance with requirements
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical and/or timeline feasibility risks are properly identified and actively managed
- Managing project workgroups; set deadlines, assign responsibilities and monitor and summarize progress of project

- Measure project performance and manage changes to the project scope, project schedule and project costs using appropriate tools and techniques
- Post project completion, analyze successes and opportunities for continued improvement
- Meet customer budgetary objectives and/or make adjustments as needed
- Communicate pricing estimates with set frequency to customer to ensure continued alignment as project and design develops

#### **Education, Experience, Required Skills**

- Bachelors/Master's degree in scientific/engineering discipline or equivalent
- Company/industry-related knowledge in medical device products, regulatory affairs, and labeling preferred
- Minimum of three to five years in project management in medical devices or similarly regulated industries required
- Engineering background, i.e. integration of suppliers, technical customer
- Team player with ability to function and influence others in a multi-cultural matrix environment
- Open communication style with strong verbal and written communication skills
- Advanced project management planning and tracking skills, capable of managing multiple projects with respect to priorities
- PMP certification or equivalent preferred
- Flexibility in schedule to accommodate international customers as needed
- Ability to handle and be trusted with confidential and/or sensitive information
- Able to work in a fast-paced, constantly changing environment
- Able to problem-solve, work under pressure, and to effectively manage stress

#### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 25 pounds at times
- Must have excellent hand-eye coordination
- Ability to differentiate between colored wires, tabs, and electronic components preferred
- Must wear gown, gloves, ear protection and other personal protective equipment when applicable

#### **Authority and Responsibility**

Accountable for their performance and will have authority as delegated to complete their tasks and objectives.

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

I have reviewed and determined that this job description accurately reflects the position.

Reviewed by: \_\_\_\_\_  
Employee Date

Reviewed by: \_\_\_\_\_  
Manager Date