



# Project Coordination

Mission Accomplished: Life with a Project  
Coordinator.

Overview: This white paper is written by netlogx, an Information Risk Management Company, to raise awareness of some of the special areas to consider and account for when managing Medicaid related projects.

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## Scenario

You are a Project Manager and you have a huge presentation to a group of extremely busy hospital executives who are waiting for you in a conference room. You are stuck in traffic due to road construction.

Meanwhile...in the conference room the group has their material, coffee and water, business cards of the Project Manager are passed out, attendance has been taken, the Web Ex is up and running for those working remotely, and all in the room have introduced themselves and know the purpose of the meeting. Why is everything under control you say? Because this Project Manager has a Project Coordinator.

## What is a Project Coordinator?

With the extensive amount of work a Project Manager has on his or her plate it becomes imperative for the Project Manager to solicit help from a Project Coordinator. The coordinator is the glue that holds the team and its tasks together to meet deadlines and deliverables for the project, end to end. The Project Coordinator assists Project Managers in delivering projects within the constraints of Project Scope, Time, and Cost within the Project Governance.

## Coordinator Background

Most Project Coordinators have a background in the subject matter of the project he or she is working. Previous exposure to the Project Management Book of Knowledge (PMBOK) is always a plus. PMBOK presents a set of standard terminology and guidelines for [project management](#) that is widely used in the industry. A Project Coordinator's goal, most often, is to actively work towards becoming a Project Manager.

Key skills that a Project Coordinator should possess include:

- Excellent oral and written communication
- Excellent prioritization
- Customer Relations
- Flexibility
- Professionalism
- Time Management

## About netlogx:



Founded in 1998, netlogx is an Information Risk Management company that specializes in working with our customers and consultants to solve complex business problems.

We provide Project, Security and Information Management services and products that enable our customers to get "Better, Faster, Cheaper" and thrive by effective and efficient Risk Management.



- Keyboard skills
- Proficiency in Microsoft Office

### **Project Coordinator Key Responsibilities**

Project Coordinators are responsible for a multitude of tasks and will be expected to wear many hats during the life of a project. Key responsibilities of this role include:

- Assists the Project Manager to ensure that projects are planned, scheduled, and controlled in accordance with the approved project management methodologies
- Provides support for designated meetings
- Manages schedules and calendars of key internal/external stakeholders and team members
- Transcribes and distributes meeting notes and action items within a timely window
- Completes assigned tasks toward project completion
- Ensures quality control of deliverable documentation to ensure project documents are complete, accurate and meet the expectations of the client
- Creates and manages internal/external communication and resources regarding project and enhancement updates and releases
- Develops ad hoc reporting and dashboards and performs data analysis as required
- Actively seeks a deep understanding and knowledge base of each client's business and objectives

### **Solution**

The key to successful projects are those that meet requirements, are delivered and maintained on schedule, and meet budget. Of course a variety of key pieces contribute to the success of any project, large or small; but effective project management is crucial and how would that happen without Project Coordinators? In the introductory scenario the Project Manager had never used a Project Coordinator on a project before and was skeptical about the service. With the ability for the Project Manager to walk in the door of that conference room and begin the meeting seamlessly, he is no longer a skeptic and never takes on a mission without his Project Coordinator in tow. The Mission.....ACCOMPLISHED!

### **netlogx services**

netlogx will be delighted to offer Medicaid project management services to any organization, big or small, that would like to take advantage of it. We can deliver these programs locally as well as over the internet. If you know a business, a state or other institution that would like guidance on this challenging area, please pass on our details.

We also offer Project Management Office (PMO) services to assist organizations in establishing a comprehensive program to meet the ever changing and demanding requirements of working in today's Medicaid environment.