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# Example of Analyst, PMO Job Description

Our company is looking for an analyst, PMO. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, PMO

* Maintain effective working relationships with project teams to drive SDLC compliance
* Accountable for monitoring consistent use of methodology
* Support Project Managers to ensure work effort generates desired deliverables on time, within budget
* Educate Project Managers on effectively applying the Clarity PPM tool to manage their projects as it relates to deliverables, milestones, tasks, issues, risks and change requests and provide early warning on risks
* Keep leadership informed regarding project variances, issues, risks which may impact business expected results
* Ensure documentation is maintained appropriately during the project lifecycle on project’s site
* Participate in test preparation and execution activities or any other duties as requested
* Work with the team to develop a suite of reports to be presented to senior management on a regular basis
* Own, in conjunction with other Analysts, our MS Project Server environment, ensuring that data requirements are fulfilled and accurate
* Management and on-going governance of gate review process

## Qualifications for analyst, PMO

* Working knowledge of project management methodologies and principles
* Knowledge of project management techniques and tools / software
* Metrics & Assurance
* Previous background in banking and / or regulatory programmes is highly desirable
* Demonstrable and experience of defining, implementing and managing core PMO processes, such us planning, reporting, change control or risks management
* Excellent and articulate oral and written communication