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# Example of IT Planning Analyst Job Description

Our growing company is looking to fill the role of IT planning analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT planning analyst

* Participate in Enterprise Initiatives eg Continue to provide EPPM support to PMs, RMs, and PCOs and
* Work with internal divisions of merchandising, demand planning, supply planning, and sales operations teammates consultants to design, develop, and implement demand planning solutions
* Prepare reports through gathering, analyzing and summarizing data and information
* Work as a liaison among stakeholders to elicit, analyze, and communicate requirements for changes to business processes, policies, and information systems
* Participates and assists in the preparation of the annual business plan for the assigned IT functional area, and coordinates contract or resource management efforts including making recommendations based on
* Takes action and makes recommendations that impact the achievement of IT goals
* Acts as the lead on high profile business analysis, planning, or operations cross-functional projects and initiative
* Works with considerable direct exposure to the senior leadership and is peer with leadership team
* Facilities leadership team meetings and manages issues resolution
* Develops and creates enterprise-wide level presentations for senior leadership

## Qualifications for IT planning analyst

* Proven communication, negotiation and organizational skills
* Work collaboratively with Corporate Real Estate Critical Environment team members, IT Stakeholders in order to effectively manage operations of our Data Centres
* Support and provide input into the Critical Environments budgeting process for tools, development, consulting requirements and raised floor infrastructure components
* This position is located in an office environment
* Sporadic travel may be required across Ontario
* Expert understanding of demand planning concepts like statistical forecasting, proportion profiling, new product forecasting techniques, aggregation/disaggregation other MRP and supply chain concepts