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# Example of IT Project Analyst Job Description

Our company is growing rapidly and is hiring for an IT project analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT project analyst

* Attend and report out at status meetings
* Create project forecasts and accruals
* Adhere to processes and procedures established by PMO organization
* Manage and track complex IP telephony and contact centre change requests for a full Avaya Aura IP infrastructure environment
* Continuously acquire deep knowledge of systems, business processes and their interdependencies to drive improved efficiencies and effective changes
* Processing and managing change requests
* Managing testers and defect resolution
* Supporting all activities related to deployment of the application into production
* Partnering with business stakeholders and act as a liaison between the business and IT
* Manage the content enhancement and functionality of the software program for the various users of the system

## Qualifications for IT project analyst

* Creation of business case and data presentations to enable quantified decision making
* Skill in business process modeling and business process documentation
* Ability to effectively negotiate and positively influence decision making to drive change
* Prior experience in managing large scale migrations
* Experience with Tableau reporting
* PMP® or progression to certification an asset