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# Example of IT Project Analyst Job Description

Our innovative and growing company is looking for an IT project analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT project analyst

* Generation of department metrics, and support documentation
* Delivery of presentations to Senior Management on project deliverables
* Serves as a resource on large projects and work assignments
* Serve as a subject matter expert resource and lead to IT Business Analysts I, II
* Stay current with new technologies that offer improvements in efficiency and effectiveness
* Manage the quality assurance of work products, and ensure that the team delivers in a timely manner with sufficient testing efforts
* Manage communications and relationships within the Business users’ team, ITS management and stakeholders
* Serve as liaison between different groups and business unit
* Attend and occasionally lead status/business unit meetings
* Perform Issue/Risk mitigation, communicate information between business unit and several IT groups

## Qualifications for IT project analyst

* Ability to crunch numbers, plan and track budgets, create management dashboards and reports
* Experience in managing relationship with Finance department for updating forecasts and catering for financial tracking as needs dictate
* Must be a strategic thinker and be able to participate in and drive strategy discussions
* Post-secondary education in computer science, or technical or engineering related discipline is desirable
* Successful completion or enrolment in the International Institute of Business Analysis’ (IIBA®) Certified Business Analysis Professional™ (CBAP®) and Certification of Competency in Business Analysis™ (CCBA®) certifications, Project Management PMP certification are ideal
* Bachelors degree and typically 3 to 5 years related experience in infrastructure project management or equivalent combination of education and work experience