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# Example of IT Project Analyst Job Description

Our company is looking to fill the role of IT project analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT project analyst

* Drive and help manage organizational change management to support IT initiatives
* Work with the Documentum development team to design the solution
* Ensure a good quality testing of the application
* Manage all the validation documentation needed in our pharmaceutical regulated environment
* Coordinate all the stakeholders involved in the project (business, development team, infrastructure team, support,…)
* Ensure the good rollout of the project in terms of support, performance, problem solving,…
* Report to the key stakeholders and also to the senior Management in Steering Committee and to the IT board
* Contribute to the management of the Document management platform and is involved in the decisions regarding to this platform
* Plan and manage scope, schedule, and budget for defined deliverables in accordance with IT project management standards
* Maintains holistic view of work intake, available resources, and IT’s ability to meet demand in a specified technical domain

## Qualifications for IT project analyst

* Previous Utility experience is desired but not a requirement
* Passionate about new technologies and their ability to drive business value (mobile, wearables)
* Experience in standardization of IT solutions & services (preferably Project Management tools related) will be an asset
* BS/BA in Computer Science or Engineering or related field required with 4+ years of relevant experience
* Experience with managing IT projects preferred
* Experience with manufacturing systems such as MES, ERP, or LIMS preferred