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# Example of Management Program Analyst Job Description

Our company is growing rapidly and is hiring for a management program 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 management program analyst

* Working as a Test Analyst in the Ship Management IT Project team together with a team of other testers
* Mainly be involved for testing of new functionality, interfaces and data migration activities
* Ensure the creation and handling of test cases for the User Acceptance Test and System Integration Test within the enhancements and data migration area of the project
* Working with a team of Subject Matter Experts and a test manager to get input and guidance for testing
* Planning and execution of User Acceptance Test and System Integration Test phases
* Defect reporting, tracking and analysis
* Co-operate with Subject Matter Experts and Test manager to improved test cases and processes
* Manage sign-of meetings with business stakeholders
* Interact with the IT development team for understanding technical changes and ensure appropriate testing before released to production
* Report and mitigates risk due to changes

## Qualifications for management program analyst

* Knowledge of DoD systems acquisition requirements, documentation development, financial, and/or technical requirements
* Knowledge and capability in planning, management, budgeting
* 2 years of experience preparing project budgets
* 2 years of experience in analyzing and preparing acquisition documentation
* Ability to track action items, develop metrics, and develop/track risk mitigation plans
* Ability to develop and track plans of actions and milestones