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# Example of Planning Lead Job Description

Our company is growing rapidly and is hiring for a planning lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planning lead

* Identify, document, and resolve data quality issues related to high value projects and core business data
* Work with workstream PMs to update and validate project and program plans
* Work with supplier PMO and delivery teams to validate project and program plans
* Overseeing the ongoing development and day-to-day execution of all the PMO program planning
* Define and implement a robust planning process across the program
* Create and maintain credible program plans, compliant with the planning process
* Establish, direct and motivate the planning team to deliver the services
* Plan, monitor, control and report on the program progress
* Identify dependencies, variances, slippage and applies critical path analyses to project and program plans
* Act as a subject matter expert on planning to work streams and releases

## Qualifications for planning lead

* Payments Implementation Strategy and plan
* Payments Transition State and Live Proving plan
* Payments input into Live Events
* Event execution approach
* Payments detailed Schedule of Events
* Payments wellness checking