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# Example of Planning Project Manager Job Description

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

## Responsibilities for planning project manager

* Partner heavily with the Bank’s Network Strategy, Branch Construction, Sales & Service, Marketing & Analytics, Marketing and Branch Operations teams, along with other internal partners and external vendors, to influence and execute business intent
* Be a pair partner for functional leaders (engineering, design, product) of the team
* Manages capital project planning design and constructionby facilitating required activities
* Track and measure Release results
* Conduct Release retrospectives and drive learning as a result of the findings
* Develops and nurtures key client relationships and is the primary company contact on the project
* Assists with contract preparation with DB leadership and contracts manager
* Estimates fees, determines scope of work, and prepares proposals and contracts on large or multiple DB projects
* Manages and facilitates project communications and documentation
* Responsible for pursuing, managing and delivering quality projects on-time, within budget and to the satisfaction of the client

## Qualifications for planning project manager

* Strong sense of ownership is desried
* Ability to see projects through and involve stakeholders to complete tasks if necessary is a must
* Must have strong computer skills – experience with developing complex information into less complex graphs, charts and other visuals
* Bachelor's degree in computer science, engineering, mathematics, statistics, or another quantitative field
* Business intelligence / analysis experience
* Strong SQL skills for writing queries, importing and exporting data