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# Example of Planning Project Manager Job Description

Our company is growing rapidly and is looking to fill the role of planning project manager. 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 planning project manager

* Also responsible for timely updates and analysis of key DR regulatory and policy topics with the CPUC, CAISO and other DR stakeholders, support for DR program planning and ongoing enhancements to DR programs, and support for DR regulatory filings and analysis (in conjunction with the Processes & Controls DR business case project manager)
* Maintain the Digital Design Team’s back log and support the progress of work, leading weekly project status meetings and creative reviews with key stakeholders at all levels of the business
* Maintain executive's schedule, plan meetings, conferences, teleconferences and travel
* Develops reporting to identify staffing opportunities and aid stores in maximizing labor productivity
* Aids in the development of staffing and salary forecasting strategies that will enable stores to manage their salary expense
* Champion workload planning programs throughout the company
* Create, conduct and maintain time and motion studies on key store activities
* Maintain an understanding of business operations, goals and priorities
* Communicates with Project Management counterparts, customers and program stakeholders to ensure continuing alignment with program objectives
* Communicate with executive leadership to ensure continuing alignment with program objectives and provide updates on status of same

## Qualifications for planning project manager

* Strong data visualization, reporting, developing dashboards, and presentation skills experience using data visualization tools, such as Tableau are preferred
* Ability to develop organizational resource plans and have the analytical ability to quantify variances and identify drivers and make recommendations
* Rigorous and attentive program management skills are preferred
* Minimum 10 years’ experience within engineering management and project management
* Demonstrated knowledge/understanding of flight project schedule and testing operations
* Demonstrated knowledge/understanding of Microsoft Project