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# Example of PMO Analyst Job Description

Our growing company is looking to fill the role of PMO analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for PMO analyst

* Works with project teams to understand best practice/lessons learned/ methodologies related to project management
* Drives an energised champion community and continuous input and engagement from subject matter experts to ensure DDM evolution
* Manages to success all audit-related DDM and methodology issues – both internal (GAR) and external audits
* Manage the Texas Retail project tracking database
* Work with PMO stakeholders to manage TX Retail project prioritization
* Manage the request for funds process for all Texas Retail PMO projects through PowerSAM
* Work with PMO Management to manage TX Retail IT capital allocation and tracking
* Coordinate all project management activities for business and IT projects
* Creates and executes project work plans and revises as appropriate
* Review deliverables prepared by project team before passing to stakeholders

## Qualifications for PMO analyst

* Strong working knowledge of QA Process as it relates to various SDLC methodologies Agile, Waterfall, Scrum
* Good working knowledge in Testing Tools such as Microsoft TFS - Test Manager as it is one of the tools used for managing and monitoring project deliverables and testing efforts
* Has experience of delivering into complex, large and matrix environments, and understands that locality needs can be wide and varying
* Understands the principles of Programme and Change Management, and the impact on the wider business and end users
* Ability to interact with multiple teams simultaneously (Ops, TS, T1, Infra )
* Display problem solving acumen