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# Example of Product Program Manager Job Description

Our growing company is looking for a product program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for product program manager

* Contribute to technical design and implementation
* Develop and prepare project documentation, process maps, presentations and tracking reports to provide detailed current status of each project
* Analyze tool performance data and translate into recommendations and actionable plans
* Drive the engineering coordination and execution focused towards launching various new features
* Requirements Coordinate with stakeholders to manage, report, track and control project issues to ensure timely delivery of products
* Oversee the creation of new processes and tools as necessary to support additional needs and requirements of a fast growing business
* Project planning and management responsibilities for all assigned projects
* Manages all product launches for NA Chillers through the NPI / Launch leaders in the Plants, following JCI’s Product Development Process (PDP)
* Ensures manufacturing readiness related to new product launches (prototype/pilot planning, production line capacity and capability, planning, inventory, quality, etc)
* Lead and organize on-site plant reviews to ensure the Launch procedure is followed

## Qualifications for product program manager

* Creating new part numbers
* Analyzing excess and obsolete inventory
* Investigating shipping issues and production holds
* Issuing product change notices and material change orders
* Issuing RTS notices for new stock requests and the creation of new engineering projects
* Coordinate and implement product and applications training for customers, sales, customer service, applications engineering