Downloaded from <https://www.velvetjobs.com/job-descriptions/program-planning-analyst>

# Example of Program Planning Analyst Job Description

Our company is looking to fill the role of program planning analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program planning analyst

* Prepare, review, and score OMB Business Cases (formerly Exhibit 300)
* Plan and implement large IT CPIC programs
* Manage investments in the department’s IT portfolio management tool – iMatrix
* Monitor risk and update risk management processes
* Perform risk analysis to identify and evaluate risks and to recommend management techniques to mitigate risk exposure
* Monitor investment performance and update program performance metrics
* Establish and assess contractor service level agreements (SLAs) and monitor performance incentives
* Write and present briefings on results to clients and other stakeholders at varying levels
* Ability to work with multiple stakeholders to solve critical resource shortfalls
* Ability to manage and monitor large scale contract with multiple funding sources

## Qualifications for program planning analyst

* Bachelor’s degree in Supply Chain, or a business or engineering related field
* Excellent Microsoft PowerPoint capabilities (high first time quality presentations) preferred
* Master’s degree and at least 6 years of technical project/program management experience
* Knowledge of basic program management concepts (budgets, estimate to complete, project schedules)
* TS/SCI w/current BI and l Poly (< 5 years)
* Daily reporting and analysis of revenue, bookings, margins