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# Example of Program Planning Analyst Job Description

Our innovative and growing 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

* Develop, manage and defend IT budgets for major and non-major investments
* Monitor / maintain Maintenance Repair and Overhaul (MRO)
* Supports proposal preparation
* Participates in formulating program plans and objectives for area of responsibility or program
* Leads the review and analysis of financial metric data (winsight, MPM, etc)
* Supports the review and update of End Item Shipping Schedules
* Participates in Program Management Reviews (PMR) as the lead for the assigned project
* Monitors adherence to program plans including schedule and risk management, resource planning, requirements management, and cash flow management, prepares and issues operational and program directives and controlling product configuration
* Develops and maintains a positive relationship with internal and external customers
* Reviews and directs the performance of program functional task elements such as engineering, procurement, manufacturing, quality control, logistics, and administrative functions

## Qualifications for program planning analyst

* Understanding of Earned Value Performance Management Concepts, preferred
* Bachelor's Degree from an accredited university in Finance, Accounting or a related discipline
* The ability to obtain and maintain an active DOD clearance an program access
* Knowledge of DoD financial management regulations
* Current, active US Secret level security clearance is required with the ability to obtain SAP clearance
* Bachelor’s degree in Business Management, Industrial Engineering, Finance, Operations Management, Mathematics, Computer Science or related field with 10 years' related professional experience -OR - a Master's degree with 8 years' related professional experience