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# Example of Program Planning Scheduling Analyst Job Description

Our innovative and growing company is looking to fill the role of program planning scheduling analyst. 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 program planning scheduling analyst

* Understand charts, reports, and provide advice to IPT's
* Ability to provide recommendations to the Program Leadership written and in person
* Performs preliminary schedule analysis to include critical activities, risk areas, key milestones, and schedule trends
* Builds positive working relationships across multiple functions
* Develops and coordinates the integrated master plan and integrated master schedule to meet program objectives
* Ensures projects and program schedules integrated across company functional groups including finance, engineering, material, manufacturing, and quality
* Maintains and updates schedules by partnering with program and technical contacts to obtain necessary inputs and status
* Objectively reviews and analyzes data and schedules to ensure proper logic, accurate dates and sufficiently detailed plans
* Performs risk analysis, identifies and resolves critical path and network logic conflicts
* Utilizes Gantt, PERT, milestone charts, and earned value management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas

## Qualifications for program planning scheduling analyst

* Bachelor's Degree in Business, Finance or related field of study with 2-3 years related experience
* Bachelor’s degree in Business Management, Industrial Engineering, Finance, Operations Management, Mathematics, Computer Science or related discipline plus 3 years' related professional experience - OR - a Master's degree with 1 years’ related professional experience
* A current active U.S. Secret Level security clearance and the ability to maintain clearance
* A current and active Top Secret Level security clearance and the ability to maintain this clearance
* Experience with Department of Defense customers a plus
* Be completing or has completed their degree (Bachelor’s) from an accredited institution