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# Example of Program Planning Scheduling Analyst Job Description

Our growing company is looking for a program planning scheduling 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 scheduling analyst

* Develops the framework and structure of the Integrated Master Plan (IMP), and partners with engineering to ensure IMS and IMP architecture is executable
* Responsible for the day-to-day tactical duties for assigned programs
* May conduct performance/project analyses during phase-down to benefit future/other projects, missions, and programs
* Interface with various teams and must be able to coordinate schedule reviews and updates
* Responsible for interfacing with Program Managers (PM), Control Account Managers (CAM), Project Analysts (PA) engineering and technical personnel
* Responsible for the day-to-day tactical duties for assigned programs including the development of an Integrated Master Plan (IMP)
* Develop, analyze, and maintain the Integrated Master Schedule (IMS) and Integrated
* Oversees and coordinates the administrative/operational aspects of ongoing projects within the program guidelines set by the Program Manager and customer, including but not limited to earned value management (EVM) requirements
* Serves as liaison between project managers, functional managers, and the project team
* Reviews status of projects and budgets and assists with risk analysis and mitigation plans, “what-if” scenarios

## Qualifications for program planning scheduling analyst

* Be completing or has completed their degree (Master’s) from an accredited institution
* Bachelor’s degree in Management, Business Management or Project Management
* Handling multiple projects at one time and must be able to prioritize tasks, integrate data, and be focused on achieving mission results
* Interface with various teams and must able to coordinate schedule reviews and updates
* Develop, track and update schedules
* Associates degree in Business or a technical field or minimum of 2 years work experience with planning, managing or supporting project execution