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# Example of Program Planning Scheduling Analyst Job Description

Our company is growing rapidly and is hiring for a program planning scheduling analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program planning scheduling analyst

* Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, functional managers, the project team and customers
* Design and implement program baseline, monitor and control costs and schedules on contracts requiring validated cost schedule control system
* Develop and maintain Budget Baselines, Earned Value techniques, and Estimates At Completion (EACs) for Control Account Plans (CAPs)
* Demonstrate effective communication skills while working with cost account managers (CAMS)
* DCMA 14-point
* IPMR DI-MGMT-81861
* Schedule Risk Analysis (SRA)
* Schedule Performance and Health Metrics and Analysis
* Conducts Integrated Baseline Reviews (IBR) and Joint Surveillance Reviews (JSR) audits
* The position will assist EOSH Services in supporting the FAA's Fire Life Safety (FLS) program in planning, scheduling, administration, and financial activities relating to the management of this program by providing analysis, generating recommendations, and performing reporting and communications activities

## Qualifications for program planning scheduling analyst

* Knowledge of basic project management or planning
* Able to quickly learn software programs and business practices
* Bachelor’s degree with 6 years of Business Management work experience
* Experience in Integrated Master Schedule (IMS) development, baseline, and management
* Strong knowledge of Earned Value Management (EVM) principles
* Bachelor's or Master’s in Business Administration or STEM