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# Example of PROJ Prog Mgmt Advisor Job Description

Our company is growing rapidly and is hiring for a PROJ prog mgmt advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for PROJ prog mgmt advisor

* Supervise the end to end SKU activities for all roadmap projects
* Establish roles & responsibilities and support boundaries
* Will be accountable for delivering the project to prescribed schedule, cost & quality
* Drive all aspects of project management activity, including coordination with account delivery teams, delivery leaders, extended stakeholders (quality / CSI team) & management team
* Create project plans working with the project team members, account teams & management – this includes scope & deliverables, schedule baseline, communication plan, risk management plan
* Track work progress as per plans, maintain logs (risk, issue, actions, dependencies ), take corrective & preventive actions to stick to schedule, handle escalations
* Coordinate with management for resource requirements in the project team
* Collaborate with project SMEs, vendor project managers to progress work
* Coordinate with procurement / legal & technology vendor partners as & when needed
* Manage the project within prescribed change management procedures and plan in advance for such activities

## Qualifications for PROJ prog mgmt advisor

* Demonstrated ability to successfully work within a team
* Good understanding of the APOS services business, goals and strategy
* Proven 3-5 years of experience as a technical Program/Project Manager
* Ability to rationalize strategic direction into meaningful actions
* Experience in delivering and managing ITSM Processes
* Experience in providing process training