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# Example of PROJ Prog Mgmt Advisor Job Description

Our growing company is hiring for a PROJ prog mgmt advisor. 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 PROJ prog mgmt advisor

* Ensure each change is fully documented to include impact and risk analysis
* Reject any RFCs that are incomplete or not practical
* Engage IT engineering to evaluate the anticipated technical impact and advise whether or not the change should be implemented
* Table all RFCs for a Change Advisory Board (CAB) meeting, issue an agenda, and circulate all RFCs to CAB members and SMEs in advance of meetings
* Review all outstanding RFCs awaiting consideration or awaiting action
* Attend the segment leader staff meeting monthly to provide the change status update (Change Success, Compliance issue and )
* Provide specific training, coaching, direction and mentoring to the IT-partners for submitting the RFC
* Determine who may need to attend the CAB beyond the standing CAB members
* Convene ECAB meetings for all emergency RFCs
* Chair all CAB and ECAB meetings

## Qualifications for PROJ prog mgmt advisor

* Develops and implements strategies and best practice action/implementation plans to develop and continuously evolve the End User Services portfolio
* Identifies, secures and oversees the appropriate level of project management resources for portfolio development projects
* Plans and drives execution of the major strategic projects of the program, working cross-functionally to manage risks, cost, quality, and rollout over the duration, identifying and resolving issues as they arise
* Collaborates with business owners to lead change and optimize the IT services business model
* Accountable for developing clear and concise requirements for delivery team and capability development/service owners
* Oversees and manages key cross-enterprise relationships required for portfolio development activities