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# Example of PROJ Prog Mgmt Advisor Job Description

Our growing company is hiring for a PROJ prog mgmt advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for PROJ prog mgmt advisor

* Conduct Post Implementation Review (PIR) to ensure change outcomes are documented and ensure quality implementation and back out plans identified
* Responsible for documenting, maintaining, operating, and continuously improving the Change Management process
* Responsible for creating one team approach, goals and milestones within a project to ensure EMC's commitments to the customer are achieved
* Document user stories and with clear acceptance criteria
* Grooming a backlog of user stories based on business value and criticality
* Coordinate across regional subject matter experts to ensure solid business requirements and acceptance of the solution
* Provide input to test cases and defect/issue severity
* Understand technical design options and make decisions to choose the one that best suites business needs
* Ensure solution designs are configurable, flexible to address scenarios with regional difference and changing business needs
* Assists in design and delivery of various program/project communications, documentation and reports

## Qualifications for PROJ prog mgmt advisor

* Facilitates the regular program/project/financial planning process
* Measures and monitors program/project teams’ efficiency, productivity, and improvement opportunities through metrics
* Develops and implements reports consistent with standard project management principles for reporting on the status of the projects, program, and portfolio
* Develops and delivers appropriate communications to senior leadership on the status of the portfolio
* Drives innovation and creative service development that deliver business results while meeting IT operational constraints
* Identifies and evaluates the risks associated with portfolio program management activities and take appropriate action to control the risks