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# Example of Project Management Analyst Job Description

Our innovative and growing company is hiring for a project management 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 project management analyst

* Lost and Damaged Material Council
* Leased Labor/Subcontract Reviews
* Material Support for Production/Component Line Reviews, SUBS (E)/IEP, VIRGINIA Performance Acceleration Program, Weekly Program Caucus, Quarterly QPPC, Monthly Joint Shipbuilder Meetings, Monthly VCS Cost and Schedule Reviews, and VCS Block IV Performance Reviews
* Data Mining, Analysis and Reporting – Meet with hospital leadership and/or project sponsors and stakeholders to understand business need and context for data requirements
* Collaboration, Planning and Coordination – Present results of analysis performed to a wide variety of differing audiences, translating technical and detailed data into action plans and/or recommendations
* Liaison/Communications – Initiate and maintain continual dialogue with internal stakeholders regarding project scope/details, directions, tasks, timeline and build executive level dashboards to simplify conclusions around complex data sets
* Actively supports the GTO strategy, plans and values, contributing to a high performance culture
* Facilitate NNS Construction Readiness reviews with value stream and senior leadership
* Facilitate the development of Block V ship manpower plans
* Attend project meetings for each initiative to understand the scope and requirements of each project

## Qualifications for project management analyst

* Knowledge of the Software Delivery Life Cycle (SDLC) from specification, critical path and milestone definition through to testing (functional, performance, integration, ) and the release into production
* Knowledge of techniques for data organisation, analysis and reporting (scorecards, management summaries )
* Ability to convert high-level business objectives into actionable tasks
* Ability to communicate effectively with a variety of audiences including executive managers, IT developers, business analysts and business operations teams
* Business, IT or Engineering related undergraduate degree (BBA or BS in related field)
* 2+ years of project management or related work experience