Downloaded from <https://www.velvetjobs.com/job-descriptions/project-manager-business-analyst>

# Example of Project Manager / Business Analyst Job Description

Our company is looking for a project manager / business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project manager / business analyst

* Organize and facilitate user training sessions
* Define and produce the appropriate level of detail which clearly explains the scope of works, project deliverables, timescales and costs to ensure business expectations are maintained
* Facilitate business workshops to drive out the requirements of the project – Producing the necessary documentation to commence design & development
* Manage the project team to achieve the targets set by each initiative, and support, inspire, influence and motivate
* Provide direction and guidance that allows project team members to develop clear definition of project activities and deliverables
* Creates and monitors the detailed project plan(s) utilising both IS & Business to produce a combined plan
* Day to day management of the project team(s) IS & Business
* Implement Issue resolution and consequence management, appropriate to the project
* Management and reporting of the financial aspects and budget control for project
* Implementation of best practice and right first time approach within the project

## Qualifications for project manager / business analyst

* Highly motived, excels in a team environment, innovative individual able to work independently with minimal supervision
* Results-oriented, timeliness, attention to detail and accuracy
* Certification in Advanced Developer and Advanced Administrator
* PMO professional, with 5+ years of experience
* Very good written and oral communication and interpersonal skills
* Very well organized, structured, dynamic