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# Example of Project Scheduler Job Description

Our company is growing rapidly and is looking to fill the role of project scheduler. 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 project scheduler

* Monitor and measure progress of the project plan and changes
* Evaluate, and forecast project status against an established baseline schedule
* Monitor earned value on projects to accurately measure progress and performance
* Analyze and assess project milestones and reports the fiscal impact and risk to the Project Manager
* Prepare concise schedule narratives describing the status of assigned projects
* Integrate subcontractor and vendor schedules for the delivery of services, equipment and materials
* Create Critical Path Method (CPM) by Program as required (using Scheduling Software
* Utilising Primavera, develop, maintain and update project schedules, monitoring project progress
* Project Coordinator is responsible for the project management of a program that integrates, delivers, and installs the information technology systems
* Responsibilities include ensuring that travelers have their necessary Visa’s their travel itineraries and accommodations, oversee installations, design site surveys and training sessions

## Qualifications for project scheduler

* Conduct critical path analysis and work closely with the PMs to manage tasks and work flow
* Generate reports showing project status for stakeholders and leadership
* Work with PMO Director to develop common tools, processes and training related to schedule development, integration, analysis and maintenance
* Assists in development of Project Planning & Controls training to include schedule development as needed
* Must possess the ability to provide leadership in developing and communicating new concepts
* Plan and schedule project timelines and milestones using Microsoft (MS) Project