



Example of Planning Project Manager Job Description

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Our growing company is looking for a planning project manager. 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 planning project manager

- Is a participant/leader in the T&P Agile community to improve understanding and effectiveness, share best practices and apply learnings from other teams' experiences
- Demonstrated ownership and accountability for team and platform success, including requirements, planning, execution and production delivery
- Engages with product, architecture, and engineering to understand platform needs, define feature and story requirements, and strategically deliver new features and improvements
- Identifies, promotes, and measures changes to process to benefit the team, internal and external customers
- The successful candidate will lead projects, staff, and business development efforts in the areas of transportation planning and engineering
- The successful candidate must have a strong reputation with major clients and knowledge of market opportunities in the Florida market, and throughout the Southeast Division region being part of a national transit practice
- She/he will have the responsibility for winning new transportation planning and project development assignments and for new business development
- As a leader in business development, the successful candidate will serve as a contact internally and externally for foundation clients in the region, participate in strategic business planning efforts, and support regional transportation consulting

- Lead/ manage/ support cross functional and planning projects assigned to GPEx (Global Planning Excellence) in EMEA region

Qualifications for planning project manager

- At least 3 years experience in Excel skill
- Supports provision and timely documentation of clear project scope [i.e
- Uses communication skills to ensure team members/stakeholders are appropriately informed including awareness of project scope, milestones, main points of contact, repositories, and tools specific to the assigned tasks/project(s)
- May lead small or mid-sized projects or sub-projects including estimating level of effort for project management tasks
- Distributes project documentation
- A Bachelor's degree in the disciplines of Business Administration, Management, Operations, Engineering is required for this role