



# Example of Portfolio Planner Job Description

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Our company is growing rapidly and is looking to fill the role of portfolio planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for portfolio planner

- Strong focus on Cost control and Forecast update aligned with the DPS
- Monitoring the schedule and evaluating / reporting project progress, deviations to all project stakeholders
- Communication of the appointment situation to all project participants including the status changes
- Regular analysis of the critical path (s) of the schedule, identification of risks and opportunities, and development of opportunities for improvement and relapse plans
- Regular reporting (including KPI) regarding deadline status
- Regular coordination with the Risk and Opportunity Manager to ensure that all fears and opportunities from the DPS are considered
- Take ownership to stablish Cost Control reviews in the Project Core Team with the support of Finance
- Experience in projects of comparable size and complexity
- Experience in similar industries
- Knowledge of relevant software (Oracle Primavera, MS Project)

## Qualifications for portfolio planner

- Customer relations focus
- Program Management skills & experience
- Organization and Analytical capabilities
- Independent and leadership qualities

- Extensive knowledge of and demonstrated success in the development & implementation of new products/services in the B2B or electronic payments industry