



Example of Program Planner Job Description

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Our innovative and growing company is hiring for a program planner. 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 program planner

- Work with the Program Analyst to produce program EAC
- Develops and maintains an Integrated Master Schedule (IMS) for all activities across the program
- Coordinates with project teams to gather all levels of project plans and schedules
- Coordinates with all technical and functional disciplines to ensure plans and schedule are comprehensive and accurate
- Participates in program activities related to the preparation and communication of Integrated Master Plans (IMP) and Integrated Master Schedule (IMS)
- Participates in project planning and risk reporting
- Reviews, compares, and analyzes schedule performance against baseline program plans
- Provides schedule performance visibility to program management through metrics, reports, and briefings
- Forecasts performance and performs risk analysis of schedules, and provides management with an understanding of the current schedule, risks, opportunities, and recommended actions to address variance and predict future performance
- Communicates and reports summaries of program schedule and risk

Qualifications for program planner

- Understanding of phases & functions involved in program life cycle Earned Value Management concepts
- EVMS expertise
- In depth understanding of scheduling
- WinSight
- Work as an MRP for the GEMTEC II site
- Provide answers on projects planning, planned completion dates and meet delivery targets