



Example of Program Scheduler Job Description

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Our company is looking to fill the role of program scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for program scheduler

- Identify critical path items and notification of task slippage
- Identify project dependencies and define in project schedule
- Perform baseline control
- Perform weekly task status requests from task owners for input into project schedule and assess status of activities, perform follow up with task owners and track actions
- Perform, document and implement various planning and/or scheduling process improvements as needed or assigned
- Perform analysis of program documentation from a scheduling perspective for consistency across projects for testing and deployment, resource requirements, schedules, and alignment with inter and intra program dependencies
- Support the creation and maintenance of program documentation which require scheduling input such as release documentation, program management plans and other relevant artifacts
- Support Program Meetings and Reviews along with other team members by developing the schedule and agenda
- Develop/prepare weekly schedule status reports & present schedule data to management
- Responsible for building the asset timeline

Qualifications for program scheduler

- Ability to coach others on standard practices related to work transfer, project management, capacity analysis
- Experience within DoD environment a plus
- Minimum of five (5) years related experience in the aerospace and defense industry with a government contractor in a manufacturing environment
- Familiarity an EVMS architecture compliant with DI-MGMT-81466, ANSI-748b, and Formats 1-7 industry best practices
- At least a minimum of ten (10) years' related experience and/or training
- Experience with computerized analysis tools is a plus, Critical Path (CP) analysis, Near-CP analysis, pick-an Event CP analysis, Monte Carlo analysis and risk registers