



Example of Project Manager / Business Analyst Job Description

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Our company is looking for a project manager / business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for project manager / business analyst

- Organize and facilitate user training sessions
- Define and produce the appropriate level of detail which clearly explains the scope of works, project deliverables, timescales and costs to ensure business expectations are maintained
- Facilitate business workshops to drive out the requirements of the project – Producing the necessary documentation to commence design & development
- Manage the project team to achieve the targets set by each initiative, and support, inspire, influence and motivate
- Provide direction and guidance that allows project team members to develop clear definition of project activities and deliverables
- Creates and monitors the detailed project plan(s) utilising both IS & Business to produce a combined plan
- Day to day management of the project team(s) IS & Business
- Implement Issue resolution and consequence management, appropriate to the project
- Management and reporting of the financial aspects and budget control for project
- Implementation of best practice and right first time approach within the project

Qualifications for project manager / business analyst

- Results-oriented, timeliness, attention to detail and accuracy
- Certification in Advanced Developer and Advanced Administrator
- PMO professional, with 5+ years of experience
- Very good written and oral communication and interpersonal skills
- Very well organized, structured, dynamic