



Example of Project Portfolio Analyst Job Description

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Our company is hiring for a project portfolio analyst. 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 project portfolio analyst

- Should possess reasonable knowledge in revenue recognition and its relevant accounting in Oracle
- Implementing and educating Oracle Project Management implementations best practices across the company, and be able to be allocated to a specific project
- Lead small project initiatives to assure goals and objectives are accomplished within prescribed timeframe
- Assist user community in developing their applications
- Provide end user support and participate in development and implementation of all future enhancements and/or projects
- Work with DBA team to provide application support and trouble-shoot any issues related to Oracle e-Business Suite
- Provide technical support and guidance to other staff in the department in the areas of programming techniques, structural methods, testing procedures, business processes, and document preparation
- Develop and deploy standard process capabilities and best practices for PPM across Consumer Supply Chain, including but not limited to – resource management, risk management, portfolio prioritization, project and program interdependencies management, portfolio optimization
- Conduct requirements gathering / process deep-dive sessions with key user groups and streamline end to end process flows roles & responsibilities for various process participants, stakeholders and end-users

systems utilized by PPM community

Qualifications for project portfolio analyst

- Plan, conduct and follow-up on facilitated requirements workshops
- Analyze and document requirements using various tools and techniques such as Problem/Opportunity Analysis, Business Context Diagram, Use Cases
- Analyze and document detailed business process and non-system requirements
- Identify risks, develop/recommend mitigation strategies where applicable
- Planning own work to achieve deliverables and self-monitor
- Requirements elicitation techniques – document analysis