



Example of Project Portfolio Analyst Job Description

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Our innovative and growing company is hiring for a project portfolio analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for project portfolio analyst

- Analysis of incoming demand, related priorities and business case justification to make informed decisions on the the Digital Book of Work
- Creation, preparation and distribution of Release-based Reporting Packets on Digital Demand
- Reporting and analysis of cross Line of Business roadmaps and project portfolios against project intake requests evaluating remaining budget and capacity constraints
- Assistance on Scrum Intake Processes for Capacity Planning across Digital technology teams
- Assist in process improvements, automation and re-engineering to create further efficiencies in the demand management process
- Prepare and distribute weekly project actual/forecast reports
- Support development and implementation of core portfolio management processes
- Manage risk and maintain reporting and governance model for monitoring program health
- Engage with IT executive leadership teams to provide overall health and risk assessment for critical initiatives impacting each division
- Act as an ambassador and advocate for high profile global technology initiatives and promote awareness of the global technology portfolio

Qualifications for project portfolio analyst

Diagram, SWOT, Functional Decomposition, Scoping, COTS Feasibility Assessment, requirements tracibility, requirements risk assessment, Use Case Modeling

- Bachelor's Degree with preferred with emphasis in business or information systems
- Minimum 5 years' experience in data analytics and report generation within an organization of similar size
- Expert skills and demonstrated proficiency in MS Excel, MS Access, Visio, PowerPoint, Tableau and other data and information Business Intelligence tools
- Knows the TDBG principles of project management life cycle methodologies
- Proficiency using the project management tool Clarity