

Project Scheduler

Job Description

Job Responsibilities

- Work closely with Program Managers to develop and maintain detailed resource loaded schedules of projects using MS Project 2007/2010
- Integrate multiple schedules into a master project schedule, base lining, statusing, performance measurement baseline Budget at Completion (BAC), Cost Performance Index (CPI), Schedule Performance Index (SPI), Estimate at Completion (EAC), and Estimate to Complete (ETC)
- Develop and maintain summary level schedule reports Gantt, PERT, milestone charts, and other program management tools used to support critical path analysis, near-term tasks work authorizations, priority based resource allocations, performance variances, and to support cost/schedule integration
- Supports the portfolio management team in the planning, tracking, analysis, and reporting of projects/programs, including dashboard maintenance
- Develop schedule version control processes, policies, and procedures and ensures that they are followed on product development schedules
- Work in collaboration with Project/Program Management team to drive consistency of the project scheduling approach to facilitate accuracy in project execution and reporting
- Schedule estimating through elicitation of stakeholders to capture estimations of new work, updated actuals and remaining work
- Identify major milestones, decision points, project life-cycle and other project events
- Troubleshoot and monitor potential scheduling problems
- Assist in defining and implementing schedule software (MS Project, Primavera, or specific program mandated software, etc.) management processes and procedures regarding scheduling conflicts/changes
- Maintain accurate records/paperwork
- Facilitate and participate in weekly schedule reviews

Skills Required

- 5-10 years of experience using MS Project and MS Excel
- BS/BA in Business Administration, Engineering or other relevant major
- Subject matter expertise using MS Project to manage Integrated Master Schedule (IMS) and the supporting detailed schedules
- Extremely proficient in MS Project, MS Excel, MS Office
- Superior interpersonal and demonstrated facilitation skills, including the ability to motivate and influence others, build effective interpersonal relationships, and be able to foster and contribute to a positive and productive team environment
- Five (5) years of demonstrated experience managing a schedule for an engineering program involving hardware and software development and multiple sub-components using MS Project
- Creative and innovative, demonstrate flexibility and adaptability in work style to better respond to multiple requests/tasks and handle sudden changes in priorities. Able to embrace and participate in change initiatives
- Strong organizational, analytical, verbal & writing skills, to include solid experience in writing functional and technical specifications.

Skills Preferred

- Possess a PMP, PMI-SP, or CAPM certification
- Experience with Earned Value methodologies
- Experience in managing highly technical product development projects