

POSITION DESCRIPTION

Title:	IT Project Analyst
Department:	Information Technology
Immediate supervisor:	Project Manager

CORE ACCOUNTABILITY

The IT Project Analyst provides a supportive role in activities associated with the Project Management Office (PMO) initiatives. The position assists these initiatives with planning, scheduling, and ensuring adherence to timelines while monitoring progress.

As part of the change management function, this position will conduct preliminary reviews of change logs to ensure completeness.

The IT Project Analyst provides process analysis and recommendations to other business areas of the organization. Also, the incumbent interacts with those same business areas to gather necessary operational information as required.

MAJOR RESPONSIBILITIES

1. Assist in the development and maintenance of project plans, schedules, and documentation.
2. Track project deliverables and milestones to ensure timely completion.
3. Maintain organized project documentation and ensure version control.
4. Assist in risk and issue tracking throughout project lifecycles.
5. Review change logs to ensure control requirements have been met.
6. Provide administrative functions and processes during IT initiatives.
7. Communicate effectively with all levels within the organization.

COMPETENCY PROFILE

1. Post-secondary certificate or diploma in a related field.
2. Currently enrolled or willing to enroll in the PMI Certified Associate in Project Management (CAPM) program.
3. Minimum two (2) years of related experience.
4. Self-driven and having the ability to organize and prioritize activities and tasks.
5. Team player with excellent interpersonal, presentation, and communication skills.
6. Critical thinking, detail oriented, and with strong analytical and problem-solving skills.