

## **Project Planner**

### ***Responsibilities:***

- Follows and complies with company, project and Project Controls Department procedures and techniques.
- Actively monitors the cost performance for individual projects.
- Maintains the project schedule using the full capabilities of Microsoft® Project and/or Primavera P6.
- Leads in the development of the baseline schedule and supports Project Manager (PM) in Integrated Baseline Review (IBR).
- Maintains change management process and ensures Performance Measurement Baseline (PMB) (including Contract Budget Log (CBL) and the baseline schedule) is up-to-date and all approved external and internal changes are incorporated according to Change Management procedure.
- Collects actual data, updates project schedule, and comes up with reliable schedule forecast with support from project team.
- Contributes to company statistical analysis of production rates and other scheduling dictionaries.
- Monitors the status of programs/projects as related to project status

### ***Requirements:***

- Bachelor's degree in engineering from a four-year accredited college or university
- 10-12 years experience in related position(s)
- Basic construction knowledge and installation process required
- Primavera P6 and MS Project knowledge required
- Knowledge of EVMS methodology is required

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