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## **Project Planner NIS Ltd**

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### **1. Main Purpose of Position**

To provide technical resource to develop, maintain and report on project programmes using Primavera P6 and Microsoft project.

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### **2. Specific Areas of Responsibility**

2.1 Development of fully resourced and costed project programmes using standard company work breakdown structure against data provided by the project management team.

2.2 Provide progress updates as required by each Project Manager in accordance with work instructions and to create reports on cost and schedule.

2.3 Issue standardised performance reports, such as earned value, SPI, CPI and EAC.

2.4 Provide critical path analysis, trend forecasts up to 3, 6 and 12 months look ahead and support to detailed cost and schedule reviews.

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### **3. Reporting Relationships**

**Reports to:** Programme Manager

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