



Job Description

Project Planner

Key Aims and Objectives –

Responsible for the creation and maintenance of an aggregated resourced project plan for each project.

To be actively involved with the design, development and running of the engineering resource plan ensuring that efficient engineering resource allocation and utilisation is maintained through the project life cycle

Prime Role and Duties

- Coordinate with functional areas and the planning team to ensure progress is reflected within the schedules
- Compile and challenge the project plan, led by functional area expertise. Create task, assign resource and durations to complete the tasks.
- Develop schedule performance metrics at the appropriate level
- Ensure an end to end project plan is maintained
- To analyse interfaces and dependencies between on-going projects, sales support and off line R and D, recommending appropriate actions where anomalies or over allocations of engineering resource exist.
- Ensure that all engineering tasks required by the business are modelled within the engineering workload plan and that resources are allocated.
- Support the engineering management team, by providing a detailed engineering workload plan and schedule covering all engineering activities.
- Provide Planning with estimated design completion dates based on the data in the engineering schedule.
- Assist with forecast engineering hours to complete collation.
- Utilisation of Visual Management techniques to drive adherence to the schedule in all areas.
- Providing performance monitoring and analytics for the engineering department
- Utilisation of IFS (ERP) data and planning tools as required to assist in data collection.