SCORECARD

Project planner

24-40 HOURS // MEDIOR // HYBRID

Your mission as Project planner

The project planner is the driving force for Dotlab's operational excellence.

You ensure that our software projects are prepared, planned, measured and aligned successfully in our tooling. Being the first contact for new clients, you translate the briefed requirements into a tangible, planned project: from kick-off to successful delivery.

The project coordinator also oversees internal alignment, manages (planning) conflicts and makes sure each resource is informed and implemented accordingly. By setting up and maintaining a neat project space you update and manage expectations across all stakeholders. Through thorough monitoring of our project's resources and budgets you continuously identify, report and address risks and opportunities.

Accountabilities

01 Accurate and updated short- and long-term resource planning

02 First line of contact for clients on project planning

03 Project space tooling, templates and maintenance

04 Reports on project performance, planning risks and opportunities for MT

05 Present monthly project KPI’s to MT

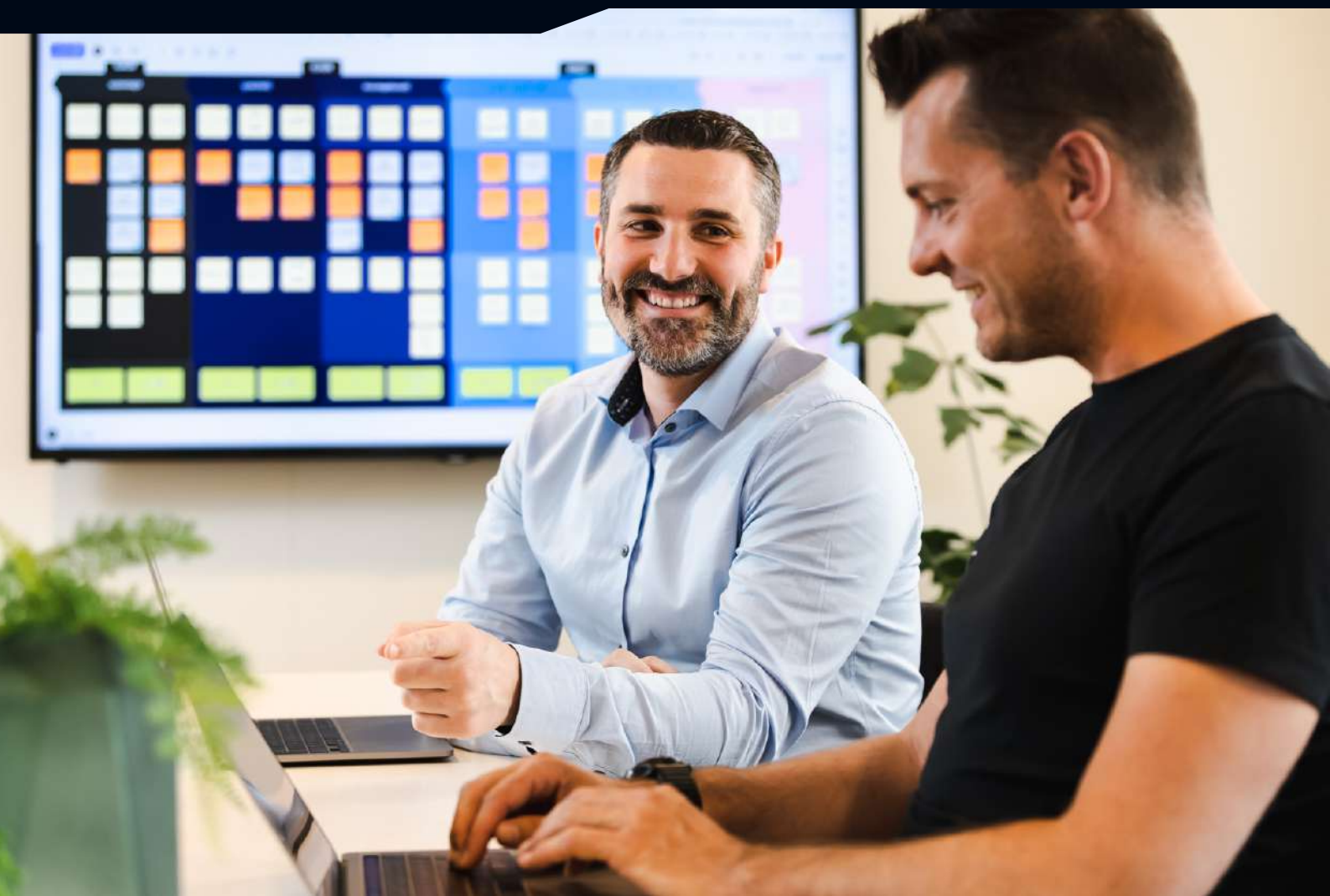
Competences and skills

- Minimum 2 years of project coordination experience in IT or similar position
- Exceptional organizational, time and cost management skills
- Strong verbal and written skills (Dutch and English)
- Strong in analyzing and interpreting data to identify trends and issues
- Superb problem solving and conflict resolution abilities
- Excellent delegation, collaboration and coaching skills
- High attention to detail and result oriented
- Advanced proficiency in planning and project management tooling

Responsibilities

- Organizing, attending and participation of the ‘PMO’ project planning meeting rhythm
- Set up, maintain and update short- and long-term scheduled planning according to operational status
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- Developing positive relationships with clients’ project lead
- Assess project risks and issues and provide solutions where applicable
- Ensuring project deadlines are met
- Evaluate accuracy and timeliness of required deliverables to meet client offer

- Facilitate alignment on internal and external stakeholders on setting planning requirements
- 1st line of communication (escalation) on possible planning issues
- Coordinate timely and accurate communication on planning changes and conflicts to all stakeholders
- Providing administrative support when needed, such as in project billing and reporting
- Provide MT with reports on vital KPI's, for example project performance and capacity insights



Output

These indicators will allow you to contribute optimally to the company’s goals and successes.

- Projects delivered within budget
- Projects delivered within allotted time
- Weekly completed time registration for all committed project resources
- Cost Performance Index
- MT monthly project KPI’s

Let’s start your Dotlab adventure

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or

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