

## ROLES AND RESPONSIBILITIES

### ROLE PROJECT PLANNER

#### DESCRIPTION

A project planner works with project management in the planning and tracking of time and costs for a project. A project planner also works with proposal writers to estimate the costs of new projects.

#### RESPONSIBILITIES

- Project
  - Work with proposal writers in the estimation of new project costs based on current task costs and projections of new task costs.
  - Work with clients and project management to establish project costs
  - Track project costs during the project and identify future tracking to budget

#### REQUIREMENTS

##### Skills:

A candidate must be able to clearly show the following skills:

- Project time and cost tracking and analysis - the ability to enter time and cost data for each project and analyze compared to established budget
- Organization – the ability to understand and assist in the planning of tasks for new projects
- Data collection and analysis—the ability to organize data and analyze the data for current and future projects
- Communication - the ability to communicate clearly, effectively, and regularly with team members, client representatives, and Evergreen management
- Interpersonal - the ability to develop a good working relationship with each team member

#### EDUCATION

- A candidate must have, at a minimum, an Associate degree in management or technical field.

#### EXPERIENCE

- A candidate must have a minimum of 5 years experience in the successful planning of complex technical projects.

#### WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit, talk, hear and use hands and arms to reach in an office environment. The noise level in the work environment is usually low to moderate. Evergreen is a smoke-free work environment.