

**Long Wave Inc. Position Description**

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| **Date:** | **December 23, 2024** |
| **Position Title:** | **Scheduler / Oklahoma City, OK** |
| **Department:** | **LW - SimTEC** |

**Primary Function:**

We are seeking a motivated, career-driven professional to support program and portfolio scheduling initiatives within a growing product area. The Scheduler will utilize expertise in government program schedules, including production, development, and Agile software programs, using Microsoft Project and related tools. Responsibilities include developing proposal plans and schedules, baseline execution schedules, maintaining in-progress schedules, performing critical path analysis and what-if planning, and supporting Integrated Program Management Report (IPMR) deliverables.

**Key Responsibilities**

**Program Scheduling**

* Develop and maintain the Integrated Master Schedule (IMS).
* Create and manage detailed, lower-level schedules.
* Oversee schedule changes and integrate impacts into established schedules.

**Project Management**

* Lead key program initiatives to improve execution.
* Conduct critical path analyses and schedule risk assessments.
* Develop actionable, value-added scheduling products for stakeholders.

**Collaboration and Coordination**

* Work with internal and external stakeholders to ensure schedule alignment across functions, suppliers, and partners.
* Support the preparation, development, and coordination of integrated plans and schedules to meet project requirements.

**Performance Monitoring**

* Identify, analyze, and report performance variances.
* Review proposed schedule changes and provide recommendations.

**Compliance and Documentation**

* Ensure compliance with Program Management Best Practices and Earned Value Management System (EVMS).
* Maintain accurate, resource-loaded schedules and documentation.

**Position Levels**

**Level IV Responsibilities**

* Prepare, develop, and coordinate complex integrated plans and schedules.
* Direct and ensure integration of plans and schedules across company functions, product groups, and partners.
* Facilitate and oversee schedule changes while ensuring compliance.

**Level III Responsibilities**

* Assist with the development and coordination of integrated plans and schedules.
* Support the integration of schedules across company functions, suppliers, and partners of moderate complexity.
* Identify and report performance variances and review baseline schedule changes.

**Work Conditions**

* Primarily office-based with occasional travel to work sites.
* Professional attire required when interacting with clients or customers.

**Experience and Qualifications**

**Required Skills/Experience**

* Bachelor’s degree or equivalent work experience.
* Experience with integrated plans and schedules on large-scale projects.
* Proficiency in developing resource-loaded project schedules using tools like Microsoft Project, Primavera, or Open Plan Professional.
* Knowledge of EVMS and Program Management Best Practices.
* Ability to synthesize program/project requirements into measurable tasks.
* Experience preparing recommendations for senior leadership.
* Ability to analyze data and generate metrics reports.
* Special Program Access or Government Access Requirements.

**Preferred Skills/Experience**

* Advanced or expert-level experience with Microsoft Project.
* Proficiency in the MS365 Suite.
* Experience working on government programs with sensitive information.
* Familiarity with Earned Value Management (EVM) methodology and analysis.

**Summary**

This position requires a dynamic professional skilled in scheduling and project management. Ideal candidates will have a track record of success in developing and maintaining complex schedules, fostering collaboration, and driving continuous improvement in program execution.