



ERP Program Master Scheduler

Position Description

Directorate	Digital Innovation and Technology	Department	Digital Innovation & Technology
Reports To	ERP Program Director	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay EBA6 Certified Agreement 2025 Wage Level	Schedule 1, Level 8

Position Purpose

The ERP Program Master Scheduler is accountable for the design, integration, and stewardship of the Integrated Master Schedule for a complex, multi-stream ERP transformation program. The role provides a single, authoritative view of delivery sequencing, dependencies, and schedule risk across all workstreams, ensuring strategic alignment and informed decision-making at program and executive levels.

Analyses performance against schedule baselines and identifies emerging risks, including dependency and sequencing risks across workstreams. Leads scenario modelling and schedule impact analysis, supporting recovery planning and informed decision-making. The role has delegated authority to critically challenge delivery assumptions, sequencing, and milestones where schedule integrity or delivery confidence is at risk, and to escalate materially adverse schedule risks and recommended mitigations directly to executive governance and assurance forums.

The role is accountable for maintaining a usable, accurate and decision-ready schedule, ensuring that planning information supports delivery outcomes rather than creating reporting overhead.

Role Context

The ERP Program involves multiple concurrent workstreams, vendors, internal teams and business stakeholders across planning, design, build, testing, data migration, integration, change, deployment and business readiness.

The Master Scheduler operates within a complex delivery environment requiring strong coordination, visibility, and planning discipline across diverse teams with varying levels of scheduling maturity.

The role will work closely with delivery teams and stakeholders on a weekly basis to maintain schedule accuracy, resolve dependencies, and ensure ongoing alignment of plans across the program.

Role Scope

The Master Scheduler is responsible for schedule integration, quality, and reporting across the ERP program.

The role does not manage individual project delivery or vendor outcomes but provides the authoritative schedule insights that inform program-level decisions.

Key Responsibilities

Integrated Master Schedule

- Maintain the Integrated Master Schedule as the central program schedule.
- Consolidate all workstream, vendor, and project schedules into a single integrated view.
- Ensure consistency with agreed scope, sequencing, and delivery commitments.
- Maintain schedule quality through regular updates, validation, and version control.

Dependency & Critical Path Management

- Identify and coordinate dependencies across business, technology, vendor, and program activities.
- Maintain clear visibility of critical path activities, constraints, and key decision points.
- Highlight schedule conflicts, risks, and bottlenecks, and work with delivery teams to resolve planning gaps.
- Support realistic sequencing across design, build, testing, data migration, change, and deployment phases

Governance & Reporting

- Provide clear, decision-focused schedule analysis and reporting for governance & Council forums.
- Maintain integrated program schedules, including milestones, dependencies, critical path, and variances.
- Ensure all schedule changes are controlled, traceable, and aligned to approved baselines.
- Establish and maintain a consistent, practical planning and reporting cadence across the program.
- Deliver concise reporting that supports informed decision-making without unnecessary administrative overhead.

Stakeholder & Vendor Coordination

- Partner with Project Managers, Workstream Leads, vendors, and delivery partners to align schedules and manage interdependencies.
- Facilitate planning workshops, schedule reviews, and cross-program coordination activities.
- Challenge unrealistic timelines, assumptions, and incomplete inputs to ensure credible delivery plans.
- Drive shared ownership and accountability for timelines and dependency management across the program.
- Provide clear insight into schedule impacts, trade-offs, and sequencing to support delivery decisions.

Schedule Quality & Continuous Improvement

- Define practical scheduling standards, templates, and ways of working across the program. Improve schedule quality, consistency, and usability across all workstreams.
- Ensure schedule detail is appropriate to support delivery without unnecessary complexity.
- Contribute to uplift in planning discipline and scheduling maturity across delivery teams

Key Deliverables

- Integrated Master Schedule (IMS)
- Milestone and dependency register
- Critical path analysis views
- Schedule variance and performance reports
- Forward-look schedule (e.g. 8–12 weeks)

- Governance-ready reporting packs
- Schedule assumptions and constraints register
- Scenario modelling and recovery plans
- Schedule change log
- Schedule confidence / forecast reporting
- Workstream-level schedule views
- Integrated dependency and milestone visualisations

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

<i>Budget</i>	Project and operational budgets as approved
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated senior-level experience delivering master scheduling and program controls for large-scale ERP or complex ICT transformation programs (\$50M+), ideally within multi-vendor and multi-stream delivery environments.
- Experience influencing senior leaders, delivery partners, and vendors without direct authority, including confidently challenging assumptions, sequencing, and delivery commitments where required.
- Deep understanding of end-to-end ERP implementations, including major platforms such as SAP, Oracle, TechOne, or equivalent, and management of interdependencies across functional, technical, data, testing, cutover, and hypercare phases.
- Proven experience utilising enterprise scheduling and portfolio management tools (e.g. MS Project, Primavera P6), including the design of schedule health dashboards and automated governance reporting.
- Strong expertise in scheduling disciplines, including Critical Path Method (CPM), schedule performance analysis, and program-level schedule risk management.
- Experience operating within formal governance, assurance, and gateway review environments, with the ability to maintain schedule integrity, baselines, and confidence reporting under executive and external scrutiny.
- Experience supporting scheduling across hybrid delivery environments, incorporating methodologies such as PRINCE2, Agile, and PMBoK.

- Highly developed analytical, organisational, and leadership skills, with a proven ability to communicate complex schedule impacts, risks, and recovery strategies in a clear and concise manner.
- Translates detailed scheduling data into clear, executive-level insights and decision-ready reporting.
- Strong judgement with the ability to focus on what matters, balancing scheduling rigour with practical delivery needs.
- Experience in public sector or highly regulated environments is advantageous.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.