

PROJECT MANAGER (PM) SCOPE OF SERVICES

Objective:

To oversee all aspects of the implementation of the scope of work. To ensure the Project is completed in the most cost efficient and cost effective manner, from preliminary design right through to final completion, commissioning and warranty period.

Key Responsibilities:

1. Provide impartial advice and timely communications concerning the Project to the Owner.
2. Project organization, including the design team and construction contractors.
3. Project scheduling.
4. Cost control and budgeting.
5. Optimize use of design and construction firms' skills and talents.
6. Optimize flexibility in contracting and procurement.
7. Enhance project design and construction quality.

Interfaces:

1. Provide impartial advice and timely communications concerning the Project to the Owner.
 - In working as an agent for the Owner, the PM provides for independent, professional services on the Owner's behalf throughout the project.
 - The Pm provides regular progress reports to the Owner including financial, scheduling and any potential difficulties.
2. Project organization, including the design team and construction contractors.
 - Coordinates the activities of all the participants so that design and construction are completed with as little conflict as possible, in a timely manner.
 - Ensure that participants are aware of local safety and security issues. Organize meetings as necessary with participants.
3. Project scheduling.
 - Keeps an updated Master Schedule that covers all aspects of the project.
 - Assure that delays are dealt with promptly and corrective actions are timely, so that the overall schedule is met.
 - Meet with participants on a regular basis to review progress.

4. Cost control and budgeting.

- Set-up and maintain a system to track all project costs.
- Ensure that overall project costs do not exceed the total budgeted amount.
- Take corrective actions, as necessary, to modify/change the scope of the work to maintain costs.
- Be involved in negotiating all contractual agreements with suppliers with a view to optimizing expenditures.
- Process and verify progress payments, change orders and other claims for costs.
- Provide regular reports to the Owner on the latest estimates, performance against budget, and any potential problems.

5. Optimize use of design and construction firms' skills and talents.

- In working with the design and construction team, enhance the environment so that the best results will be achieved.
- Utilize the experience and expertise of the participants for the benefit of the Owner.

6. Optimize flexibility in contracting and procurement.

- In working closely with designers/ contractors and other suppliers, ensure that the end product meets the need and is cost effective.
- Minimize and approve the number of costly change orders.
- Minimize coordination conflicts through timely meetings and the distribution of information.
- Approve the development of bid packages/contractor selection processes ensuring fairness and best value.

7. Enhance project design and construction quality.

- Through the use of constructability reviews and value engineering analysis, ensure that the Owner's necessary functions are provided in the most cost-effective way.
- Regularly attend design and construction meetings to ensure desired progress.
- Make regular site visits to ensure compliance with plans, schedule, housekeeping, safety/security and other issues.
- Oversee that independent testing is carried out, as necessary.
- Inspect and report any non-conforming/deficient work to minimize the impact on the project.