

## PROJECT MANAGER PROCUREMENT

Procurement or engagement of a Project Manager is critical to project success.

### Position Description

Prior to recruitment, the Community Group will need to create a Project Manager position description that includes a project background, main tasks and responsibilities, desired qualifications and application requirements. **This is a sample position description. There may be other requirements.**

### Sample Project Manager Position Description

**Position Title: [Insert]**

#### Project Background

[Describe what the project entails, the organizational structure with which it resides (i.e. committee of a Community Group), timelines and the budget]

#### Description of Work

[Describe the Services the Project Manager is expected to perform]

#### Examples:

The Project Manager will be responsible for the overall direction, coordination, implementation, execution, control and completion of \_\_\_\_\_ project ensuring consistency with organizational and City of Edmonton strategy, commitments and goals.

The Project Manager, on behalf of the Community Group:

- has the delegated responsibility for the planning, execution and closing of a project
- works to ensure that the facility meets time, quality and cost objectives
- facilitates the definition of project scope, goals and deliverables in conjunction with the architect
- defines project tasks and resource requirements
- develops project management plan
- identifies requirements for consultants and contractor
- retains and manages consultants and contractor
- manages project budget, scope and schedule
- coordinates permit applications
- coordinates utility and FFE
- coordinates site meetings and site inspections in conjunction with Prime Consultant
- provides quality assurance
- constantly monitors and reports on progress of the project to all stakeholders
- implements and manages project changes and interventions to achieve project outputs
- completes project evaluations and assessment of results
- maintains all project documentation

## Qualifications

[Identify the qualifications and experience required (see 10.6.2 Project Manager Key Competencies)]

## Reporting Structure

[Describe who does the Project Manager directly report to; the decision making authority of the Project Manager and the reports are required by the project committee]

## Applications

Interested applicants are required to submit:

- Resume – highlighting qualifications and experience
- Proposed Project Methodology
- Fees for Service
- References

## Project Manager Key Competencies

### Project Manager Key Competencies and Indicators

The following can be used to help evaluate and interview potential Project Manager candidates. Consider the competencies unique to the project.

#### 1. Project Management Experience and Qualifications

##### Indicators:

- Demonstrates expertise and track record in similar projects
- Project Manager accreditation or training
- Demonstrates leadership abilities with managing teams on projects of similar scale and scope

#### 2. Proposed Methodology

##### Indicators:

- Demonstrates ability and understanding of project management processes (defining project scope, deliverables, tasks, schedule, budgets, risk assessment, change management and reporting mechanisms)
- Demonstrates ability to deliver a project within scope, on-time and on-budget
- Demonstrates ability to procure and manage Prime Consultant and Construction Contractors including the Request for Proposal process

#### 3. Ability to Meet Schedules

##### Indicators:

- Demonstrates thoroughness of process - identifies all activities, milestones with starts and finishing dates, accounts for external factors

#### 4. Stakeholder Engagement

##### Indicators:

- Demonstrates thoroughness of stakeholder engagement process - key contacts, site meetings, meeting minutes and distribution, other updates as required

#### 5. Risk Management

##### Indicators:

- Demonstrates thoroughness of risk management process - upfront risk assessment, successful mitigation strategies, monitoring risks throughout

## 6. Community Expertise

### Indicators:

- Demonstrates understanding of what a Community Group is and the time and funding limitations of Community Groups

## 7. References

### Indicators:

- References confirm work was done to quality, schedule and budget
- References would re-hire
- Claims or litigation history

## 8. Fees

### Indicators:

- Clear explanation of how fees are derived (ie. fixed fee, % of construction cost or hourly)
- Estimate of fees per phase of project.
- Clear explanation of charges for disbursements (office supplies, travel, etc.)
- Estimated disbursements