

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