

PROCESS

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PURPOSE

Under general direction, coordinates and manages capital project planning, funding, approval and implementation. The Senior Project Manager works with staff members and other stakeholders to successfully plan and execute projects that support the priorities of the organization, while ensuring that projects are completed on schedule and within budget. This level of project manager oversees various projects of a highly complex nature, meeting quality standards and the production of expected deliverables during all phases of the project life cycle. Manages the project team by assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of projects.

DUTIES

- Manages group of assigned Project Managers and outside consultants.
- Responsible for coaching and mentoring staff to ensure development, assist with technical aspects, prepare and present programming and adherence to University standards.
- Coordinates and manages projects, incorporating and adhering to project management standards and methodology, using prescribed tools and documents as required to coordinate and manage projects. Successfully manages the scope of the project, including client priorities and expectations of product and services, ensuring customer satisfaction.
- Prepares and reviews requests for proposals and advertisements based on bid calendar, reviews bids, conducts consultant selection process and makes recommendation for award of contract.
- Tracks the day-to-day activities required to ensure projects are completed successfully, on time, within budget and in a manner consistent with organizational goals, departmental policies, and/or the standard terms and conditions of the contract, if applicable.
- Serves as the lead contact for internal and external customers on assigned projects.
- Ensures effective, timely written and oral communication with staff, consultants and internal customers during all phases of design and construction.
- Coordinates assigned staff in all aspects of the planning, design and implementation of highly complex projects. Manages the integration of vendor tasks and tracks/reviews vendor deliverables.
- Forecasts resource needs and secures skilled staff from other department managers as far in advance as possible. Develops and manages the project(s) budget, processes and tracks invoicing as appropriate.

DUTIES (cont)

- Leads the development of project scope and objectives. Develops detailed work plans, which include clear milestones and assignment of project task responsibilities and schedules. Publishes and maintains status reports, communication plans, risk plans as is consistent with University standards. Conducts project meetings and is responsible for project tracking analysis and project budgets.
- Communicates all of the requirements and commitments (both verbally and in writing) for each project with clients, Facilities staff and management. Participates with other project managers in standards development, educational sessions and process improvement projects.
- Performs other duties as assigned.

REQUIRED SKILLS

- Knowledge of Project management experience to include the use of standard methodologies on complex projects.
- Knowledge of applicable statutes, rules, regulations, ordinances, building codes, administrative orders and other operational guidelines and directives.
- Knowledge of the principles and practices of cost accounting, budgeting and strategic planning.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, contractors, and clients.
- Skill in operating a variety of software applications.
- Skill in addressing sensitive issues and situations.
- Skill in advising leaders of complex organizations.