

Responsibilities and Authority of Project Manager

Planning Phase:

- Responsible for:
 - Leading the team from initiation to completion of the project, within the project schedule and approved cost as set-out in the estimated bill of quants.
 - Assessing risks with the team and identifying to the Sponsor any major risks to cost, schedule, or scope.
 - Bringing key project decisions needed to the Sponsor, including final scope, schedule and cost.
- Authority, including by not limited to:
 - Call weekly team meetings and expect full and consistent participation from all team members.
 - Negotiate project-related contract terms with principle and direct contractors, with backing of QS.

Execution Phase:

- Responsible for:
 - Raising progress issues (technical or schedule) with team members/contractors to resolve, and reporting status to the Project Sponsor as necessary.
 - Monitoring contractors delivery within the provided technical / engineer's spec. and schedule
- Authority, including by not limited to:
 - Instruct to team members/contractors; responsible for working with contractors to fulfill project responsibilities.
 - Request status from all team members to ensure milestones are on track.

Closeout Phase:

- Responsible for:
 - Valuating contractor's completion of their contract(s) within appointment / schedule, with the backing of the QS.
- Authorized to:
 - Withhold / release contractors retentions based on the above.