

Summary

The day-to-day representative of the firm for assigned projects. Responsible for the overall direction, completion and financial outcome of assigned projects. Directs and supervises activities related to project management, contract administration, communications, project team building, project budget and schedule development and maintenance, as required to ensure successful outcome of projects, completed in a quality, timely and profitable manner. Maintains a focus on exceeding Client needs and expectations. Builds business with current Clients by delivering on commitments, and creates new business with potential Clients in a proactive manner, promoting all of our project management services.

Essential Functions

Project Client Responsibilities

- Assists in maintaining the program budget and schedule to ensure Client's expectations are met at all times during program development and project completion.
- Understands the requirements of Client's contract, and mSP's Scope of Services.
- Develops and completes monthly Client Executive Report, including program summary, key activities, budget reconciliation, schedule reconciliation, issues/resolution reporting and project photographs.

Project Initiation

- Collaborates with Client and internal team members to assemble team of external professionals, based on experience, resources, staffing and fee. Facilitates and/or participates in the RFQ/P selection process and communicates to the Client the best value, inclusive of architect, engineers, contractors, sub-contractors and all other vendors.
- Collaborates with Client and external team members to develop, communicate and manage program budget, inclusive of all costs; professional services, construction, FFE, and all soft costs. Seeks cost-saving opportunities throughout the term of the project.
- Collaborates with Client and external team members to develop, communicate and manage program schedule, inclusive of all key milestones. Seeks schedule improvement opportunities throughout the term of the project.
- Manages the contracting process, including facilitating scope review meetings, evaluation and negotiating fees; and final contract development and legal review.

Project Administration

- Responsible for project administration and daily operations.
- Understands and communicates Client Scope of Services within the Project Contract to help ensure project team delivers expected services.
- Establishes relationships and communication tools, as needed, with internal and external project team members to manage project delivery as expected by the Client. Ensures that all team members understand project delivery expectations, scope, budget and schedule.
- Proactively prepares and distributes meeting specific agendas and other supporting documentation
- Attends and leads Client meetings with the project team, ensures project meeting minutes are prepared and distributed by Project Coordinator.

- Facilitates QA/QC review of design documents at each stage of document development, with all project participants (e.g., Clients, consultants, contractors) to ensure project construction is well designed, documented and efficient in construction and operations; and project is developed to meet the project scope, quality, budget and schedule goals.
- Prepares Client requested documents in a thorough, quality and timely manner, manages distribution of those documents.

Promote Client Relations

- Builds effective relationships with Client, user groups, design team that reflect and support company core values and exceeds the Client's expectations.
- Actively participates in industry, Client, and community relations to enhance company image.
- Participates in new project pursuit presentations to proactively seek new business opportunities through relationships.

Culture, Leadership and Employee Development

- Promotes our principles, communicates our vision and purpose through service to our Clients.
- Serves as a role model and promotes professional behavior.
- Participates in personal career development through on-the-job training, attends internal training programs as offered and assists in the development of interns / new employees.

Physical Requirements and Working Conditions

- Typical work environment is an office setting, must be capable of working within a technology environment including cloud network, Internet, computers, tablet and cell phone. Must be able to sit for extended periods of time.
- Project work environment may be at an external office, must be able to travel in an automobile and capable of working within a virtual office environment including use of cell phone, laptop computer and virtual connectivity.
- Project work environment may be a project construction site, must be able to travel to project construction site and wear personal protective equipment, including hardhat, safety goggles, ear protection, safety vest and hard soled shoes. Must be able to walk the jobsite multiple times per week.

Education, Experience and Behavior

- B.S. in Architecture, Engineering or Construction Management, or related field preferred with 10 years of experience in related industry. Or 15 years experience in related industry, including project management, architecture, engineering or construction.
- Experience in general healthcare construction to manage Client expectations and project goals.
- Experience in healthcare infection control and ILSM processes.
- Strong leadership skills with ability and willingness to face challenges, solve problems, and motivate others, while maintaining effective relationships with Clients by exceeding their requirements and expectations.

- Supervises and develops direct reports while prioritizing and delegating significant responsibilities to others.
- Manages essential functions effectively by consistently driving for quality, timely and profitable results on assigned projects.
- Communicates well and creates effective Client-focused relationship at all organizational levels.
- Able to write clearly and concisely in a variety of communication settings and styles.
- Open to change and can learn quickly when faced with new opportunities and challenges.
- Exhibits commitment to quality by evaluating project-related processes and make necessary changes, using Client input to make improvements, and meeting internal and external Client expectations.
- Acts in a manner of integrity that demonstrates support for the company values and the employees, while maintaining constant focus on exceeding Client requirements and expectations.
- Strong computer skills in word processing, spreadsheet, scanning, database and presentation software. Demonstrates proficiency using computers, tablets and company communication tools, such as email, Internet, and software applications (e.g., Mac operating system, Microsoft Word, Excel, Office, Outlook).

A successful candidate would meet all the requirements of the mSP Project Manager position description as well as the Roles and Responsibilities requirements noted below:

mSP Team Management:

- 1) Manage mSP Scope of Services as guided by Project Executive or mSP Leadership.
- 2) Responsible for maintaining a productive and efficient team to ensure Client satisfaction and mSP success, as guided by Project Executive or mSP Leadership.
- 3) Understand the project teams roles and responsibilities, as guided by Project Executive or mSP Leadership.
- 4) Promotes our Core Values and Culture, communicates our vision and purpose through service to our Clients.

Client Management:

- 1) Maintain existing key Client relationships through professional and personal interaction.
- 2) Build effective relationships with key stakeholders and professional consultants in support of the project's success and company core values.
- 3) Actively engages in industry, Client, and community relations to enhance company image.

Program Initiation:

- 1) Participates in and/or leads strategy for assembling a team of external professionals, based on experience, resources, staffing and fee. Provides oversight of RFQ/P selection process and communicates to the Client the best value, inclusive of architects, engineers, consultants, contractors, sub-contractors and all other vendors.
- 2) Participate in the strategy to develop, communicate and manage program budget, inclusive of all costs; professional services, construction, FFE, and all soft costs. Provides oversight for mining cost saving opportunities throughout the term of the program.
- 3) Participate in the strategy to develop, communicate and manage program schedules, inclusive of all key milestones. Provides oversight for mining of schedule improvement opportunities throughout the term of the program.
- 4) Participates in the the contracting process, including facilitating scope development meetings, evaluation and negotiating of fees and final contract development and legal review.

Budget:

- 1) Monitor & help maintain Program Budget to ensure project is delivered in accordance with Client expectations and under budget.

- 2) Participate in monthly budget update & forecast meetings to ensure all current & future costs are accounted for.
- 3) Participate in budget update at key design milestones (programming, SD, DD, CD, and GC Contract). Assist in budget resolution strategies as needed to maintain project scope & budget.
- 4) Participate in the development of quarterly Cash Flow (or frequency required by Owner).
- 5) Manage and/or monitor key project processes for contracts, purchase orders, invoices, and financial closeout.
- 6) Accurately track all project costs (consultants, construction, RFIs, change orders, FF&E, MEQ, owner costs, etc.) related to assigned scope and report information to the Sr. Project Manager.

Schedule:

- 1) Assist in the development of the overall Program Schedule in accordance with Owner requirements.
- 2) Track and administer monthly schedule updates. Report to Owner.
- 3) Actively look for strategies for schedule improvement.
- 4) Look down field to stay ahead of the project and ensure the Project Team is prepared for the next phase(s) of the project.

Programming & Design:

- 1) Actively participate in the Design process to ensure the Design is developed in accordance with the original Program Scope.
- 2) Monitor key parameters of project scope to avoid and minimize scope creep. Hold Design Team accountable to develop project within original Scope & Budget.
- 3) Participate in and/or manage the mSP Peer Review process at each major stage of design completion. Ensure all comments are resolved.
- 4) Monitor Design progress and ensure the Design schedule remains on track and is completed within the overall Program Schedule.
 - a. Lead schedule recovery efforts (if necessary).
- 5) Ensure timely & proper coordination with key utility providers and AHJs.
- 6) Coordination with key stakeholders, design team, consultants, etc.
- 7) Ensure Design Phase is properly documented by the Design Team (key decision log, scope changes, meeting minutes, meeting recordings, etc.)

Construction:

- 1) Participate in the procurement of the General Contractor. Contract method, qualified GCs, RFP, procurement schedule, GC selection, etc.
- 2) Assist in negotiating a fair contract with the General Contractor that protects the Owner.
- 3) Establish and participate in process for key Construction Management tracking tools:

- a. OAC Meetings
 - b. QA/QC Process
 - i. Jobsite walk intervals, report procedures, key meeting frequencies, etc.
 - c. Field Coordination
 - d. Weekly Reports
 - e. Monthly Reports
 - f. Change Order Management
 - g. Schedule Management
- 4) Monitor Construction progress to ensure Construction remains on track and is completed within the overall Program Schedule.
 - a. Lead schedule recovery efforts (if necessary).
- 5) Walk the jobsite weekly (at a minimum) to complete the following tasks:
 - a. Review work in place and identify any potential QA/QC concerns.
 - b. Take photographs for record documentation and the weekly construction report.
 - c. Confirm progress of construction in the field vs overall project schedule. Report any schedule delays and assist in facilitating a recovery plan.
- 6) Coordination with and between General Contractor, Owner Consultants, and Owner Vendors.
- 7) Attend construction related OAC meetings or coordination/issues resolution meetings to communicate client expectations and set goals for resolution.
- 8) Review RFIs resulting in cost impacts and corresponding PCOs or change orders to confirm scope and reasonable cost alignment.
- 9) Review contractor Pay Apps for assigned scopes of work.
- 10) Assist in MEQ or FFE space and utility requirements with construction coordination.
- 11) Assist with construction punch list and construction close out.

FF&E Procurement:

- 1) Participate in the effort to identify, solicit, and contract key Consultants.
- 2) Develop reporting procedures for Consultants to track & monitor FF&E procurement.
- 3) Ensure mSP team and Consultants are looking down field to procure FF&E in accordance with the Program Schedule.
- 4) Responsible for overseeing MEQ & FF&E procurement. Consultants will be utilized to directly manage but PM is responsible for coordinating and ensuring all MEQ and FF&E are delivered and installed within the project schedule.

Move/Activation:

- 1) Participate in the effort to solicit and contract Move/Activation Consultant.
- 2) Monitor and manage key metrics, expectations, and reporting requirements for the Move/Activation Consultant.
- 3) Assist with move/activation activities in assigned areas for a successful Go Live milestone.