

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

mSP Team:

- 1) Understand the Project Coordinator roles and responsibilities, as guided by Project Executive or mSP Leadership.
- 2) 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.

Program Initiation:

- 1) Understand and follow project standards related to document control, including databases to use and naming conventions.
- 2) Schedule meetings as requested and ensure all required attendees are included. Confirm meeting time/date/place, format (in-person or virtual), and issue invite.
- 3) Prepare meeting agendas and meeting minutes for all mSP led meetings.
- 4) Assist in establishing documentation templates to include Project Directory, Action Item Logs, Meeting Agendas, Meeting Minutes, Tracking Logs, etc.
- 5) Assist in establishing and implementing invoicing procedures.

Budget:

- 1) Participate in monthly budget update & forecast meetings to ensure all current & future costs are accounted for.
- 2) Participate in budget update at key design milestones (programming, SD, DD, CD, and GC Contract).
- 3) Perform key project processes in Owner's accounting software to include contracts, purchase orders, invoices, and financial closeout.
- 4) Assist in accurately tracking 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.
- 5) Prepare recommendation memorandums for Project Manager, Sr. Project Manager, or Project Executive review & approval.

- 6) Proactively follow up with consultants, contractors, vendors, etc. to ensure timely purchase orders, invoices, and payments.
- 7) Issue Contracts, Invoices, and other documents in DocuSign for required signatures.

Schedule:

- 1) Review and understand overall project schedule. Assist team in remaining on track.
- 2) Look down field to stay ahead of assigned tasks/scopes in support of the schedule.

Programming & Design:

- 1) Actively participate in the Design process to ensure the Design is developed in accordance with the original Program Scope.
- 2) Assist in the scheduling of Design related meetings. Ensure all required participants are in attendance.
- 3) Participate in the mSP Peer Review process at each major stage of design completion. Ensure all comments are resolved. Manage Bluebeam Sessions.
- 4) Coordination with key stakeholders, design team, consultants, etc.
- 5) Ensure Design Phase is properly documented by the Design Team (key decision log, scope changes, meeting minutes, meeting recordings, etc.)
- 6) Assist in managing documentation control to ensure all required documentation is issued and saved in the appropriate locations.

Construction:

- 1) 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
- 2) Assist in monitoring Construction progress to ensure Construction remains on track and is completed within the overall Program Schedule.
- 3) 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.
- 4) Coordination with and between General Contractor, Owner Consultants, and Owner Vendors.

- 5) Attend construction related OAC meetings or coordination/issues resolution meetings to communicate client expectations and set goals for resolution.
- 6) Populate General Contractor Pay Application spreadsheet.
- 7) Assist in MEQ or FFE space and utility requirements with construction coordination.
- 8) Assist with construction punch list and construction close out.

FF&E Procurement:

- 1) Participate in and follow reporting procedures for Consultants to track & monitor FF&E procurement.
- 2) Successfully managed assigned scopes to ensure FF&E is procured within the project schedule.
- 3) Assist in overseeing MEQ & FF&E procurement. Consultants will be utilized to directly manage but mSP is responsible for coordinating and ensuring all MEQ and FF&E are delivered and installed within the project schedule.

Move/Activation:

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