

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.