

## 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, maintenance and issue resolution, 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. Reenforces business relationship with current Clients by delivering on project commitments and creates new business opportunities with current Clients in a proactive manner, promoting all our project management services.

## Essential Functions

### **Project Client Responsibilities**

- Develops and manages project's 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, including Scope of Services, staffing plan, fees, reimbursables, insurances, and billing schedule.
- Develops and completes monthly Client Executive Report, including project summary, key activities, budget reconciliation, schedule reconciliation, issues/resolutions reporting and project photographs.
- Develops and manages project fee schedule and staffing forecast.

### **Project Initiation**

- Collaborates with Client and internal team members in assembling team of external professionals, based on experience, resources, staffing and fee. Leads 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 project budget, inclusive of all costs; professional services, construction, FFE, and all soft costs. Facilitates cost-saving process throughout the term of the project to ensure Client receives best value and provides best use of financial resources.
- Collaborates with Client and external team members to develop, communicate and manage project schedule, inclusive of all key milestones. Facilitates schedule improvement process throughout the term of the project to ensure Client receives best value and provides best use of financial resources.
- 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. Develops and manages the overall project scope, budget and schedule.
- 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 to ensure project communication remains current.
- 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 events to nurture relationships and enhance company image.
- Participates in new project pursuit presentations, as directed by mSP Project Executive, to proactively seek new business opportunities through current 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 a home or 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 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.
- Project work environment is commonly in a remote office and through use of Virtual Meetings, must be able to positively participate in all project meetings and prioritize time and activities to be self-managed and meet the Client's expectations.

### Education, Experience and Behavior

- B.S. in Architecture, Engineering or Construction Management, or related field preferred with 15 years of experience in related industry. Or 20 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.
- Able to present 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, OS operating system, MS Project, Microsoft Word, Excel, Office, Outlook, BlueBeam Revu, ZOOM, WebEx and MS Teams).

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

mSP Team Management:

- 1) Develop & manage mSP Staffing Plan, Scope of Services, and Fees 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) Provide oversight of the mSP team throughout the entire Program.
- 4) Provide mentoring & coaching for assigned mSP team members to ensure success in their role and future growth.
- 5) Develop & assign roles and responsibilities for each mSP team member, as guided by Project Executive or mSP Leadership.
- 6) Promotes our principles, communicates our vision and purpose through service to our Clients.

Client Management:

- 1) Maintain existing key Client relationships through professional and personal interaction, regularly meeting with Clients to clearly understand needs and goals.
- 2) Builds effective relationships with key Client leadership and professional consultants that reflect, and support company core values and exceeds the Client's expectations.
- 3) Actively leads and engages in industry, Client, and community relations to enhance company image.

Program Initiation:

- 1) 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) Leads 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) Leads 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) Provides oversight of the contracting process, including facilitating scope development meetings, evaluation and negotiating of fees and final contract development and legal review.

Budget:

- 1) Monitor & manage Program Budget to ensure project is delivered in accordance with Client expectations and under budget.
- 2) Lead monthly budget update & forecast meetings to ensure all current & future costs are accounted for.
- 3) Lead budget update at key design milestones (programming, SD, DD, CD, and GC Contract). Provide budget resolution strategies as needed to maintain project scope & budget.
- 4) Develop quarterly Cash Flow (or frequency required by Owner).
- 5) Develop and/or monitor key project processes for contracts, purchase orders, invoices, and financial closeout.

Schedule:

- 1) Develop overall Program Schedule in accordance with Owner requirements.
- 2) Oversee monthly schedule updates and report to Owner.
- 3) Provide 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) Oversee 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) Oversee the mSP Peer Review process at each major stage of design completion. Ensure mSP team drives all comments to resolution.
- 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.

Construction:

- 1) Lead strategy & procurement of the General Contractor. Contract method, qualified GCs, RFP, procurement schedule, GC selection, etc.
- 2) Negotiate a fair contract with the General Contractor that protects the Owner.
- 3) Establish 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).

FF&E Procurement:

- 1) Lead 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.

Move/Activation:

- 1) Lead effort to solicit and contract Move/Activation Consultant.
- 2) Establish key metrics, expectations, and reporting requirements for the Move/Activation Consultant.
- 3) Monitor Move/Activation progress and ensure Go-Live commitments are achieved.