

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.