

## **SENIOR PROJECT MANAGER**

*Ten or more years of experience, licensure preferred but not required, bachelor's degree in architecture from an accredited program; coordinates all project efforts in order to ensure effective execution, prepares strategic plans, and serves as primary client liaison. Estimates scope of work and oversees less experienced project managers.*

Handles the most complex projects of the largest magnitude. Responsible for the coordination of all project efforts, administrative and technical, to assure the most efficient and cost-effective execution of assigned projects. Prepares strategic plans for project success. Serves as primary liaison contact with clients to bring projects to completion on schedule, within budget and with maximum client satisfaction. Actively manages client budgets, schedules, and programs; budget and schedule; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of work, and prepares proposals and contracts on the most complex projects. Provides oversight and monitoring of work of less experienced project managers. May act in a team leader capacity in the absence of the manager. Bachelor's degree in architecture from an accredited program plus 10-12 years' experience.

## **PROJECT MANAGER**

*Eight or more years of experience, licensure preferred but not required, bachelor's degree in architecture from an accredited program; manages multiple small/medium projects, coordinates all aspects of assigned projects, and estimates scope of work.*

Has full responsibility for managing all aspects of multiple small to mid-sized projects. Prepares strategic plans for project success. Responsible for the coordination of all project efforts, administrative and technical, to assure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Actively manages client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of works, and prepares proposals and contracts. Bachelor's degree in architecture from an accredited programs plus eight years of experience.

## **PROJECT MANAGEMENT ACTIVITIES**

Project management involves assigning, overseeing, directing, coordinating and monitoring the work of members of the project design team. It also involves managing employee, client, consultant, and contractor relationships. Although exact duties may vary all of these tasks depend on effective communication.

In carrying out day-to-day duties and responsibilities, project managers marshal and apply their knowledge and skills to lead, solve problems, motivate others, advocate, measure, document, and communicate.

The management of architectural projects consists of activities that can be grouped into several broad categories for which the project manager is responsible:

- Planning, organizing, and staffing the project
- Facilitating the work
- Monitoring progress
- Concluding the project

### Tasks

- Understand and interpret project contracts & scope as well as consultant contracts & scopes
  - o Pursue additional services as required.
- Participate in billing process including pursuing payments as required
- Approve project team timesheets

- Approve project team expense reports
- Prepare and manage design contracts (owner/architect)
- Prepare and execute professional services contracts (architect/ consultant)
- Attend, conduct, and record meetings throughout all phases
- Select, manage, and coordinate consultants
- Partner with the owner's project delivery team
- Prepare and manage design team schedule and budget (consultant and staff costs)
- Obtain client authorization to proceed per contract phases
- Document project status and progress
- Monitor project construction costs
- Prepare owner/contractor agreement if requested
- Conduct post-occupancy evaluation
- Identify the project design team members and their required scope of services, roles, and responsibilities (e.g., architects, engineers, specialty consultants)
- Identify the project delivery team's roles and responsibilities (e.g., owner, architect, contractor, program manager)
- Understand project delivery method

#### Knowledge Of/Skill In

- Construction procurement (e.g., bidding, negotiating)
- Contract negotiation (e.g., fees, scope, schedules)
- Contracts (e.g., professional services and construction)
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, videoconferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Post-occupancy evaluations
- Project budget management
- Project records management
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Risk management (e.g., professional, and general liability)
- Team building, leadership, participation