

# PROJECT MANAGER RESPONSIBILITY OVERVIEW



## MANAGEMENT

MANAGEMENT	PM	BWPG	BW DIVISION
Overall Construction Project Management Responsibility	X		
Identifies Core Team		X	
Set Preliminary Move Date (avoid double rent & holdover charges)	X	X	
Determine Office Requirements - See Preliminary Project Description		X	
Create Layouts	X		
Layouts Review & Approval		X	X
Landlord Communication & Partnership	X		
Responsible for Budget Creation & Management - Furn., IT, Move, Mgm. Fee	X		
Responsible for Construction Budget Management		X	X
Notify OSL to Schedule 7S Events	X		
Notify OSL to Schedule Plant Equipment Test Calibrations	X		
Tenant Needs: Access Cards, COI, Building Signage, Emergency Contact Info., Parking	X		



## CONSTRUCTION

CONSTRUCTION	PM	BWPG	BW DIVISION
Obtains and Reviews Bids	X		
Review/Approve Bids		X	
Produces & Review Drawings	X		
Review/Approve Drawings		X	
Secure/Review/Approve Construction Schedule & Keeps Schedule on Track	X		
Receives Change Orders & Communicates to BWPG & Divisional Leader for Approval	X		
Send Construction Schedule to Divisional & Onsite Leader	X		
Confirms Required Permits are Received	X		
Conducts Regular Construction Meetings with LL & Contractor	X		
Conducts Weekly Calls with BWPG & BW Division Leader on Progress & Issues	X		
Responsible for Construction Oversight, Materials & Quality Assurance	X		
Keeps Vendors Informed of Scheduling - Furniture, IT, etc.	X		
Performs Final Walk Through	X		
Ensures Punchlist Items are Completed & Quality Assurance	X		
Performs Debrief One Week After Move		X	



## FURNISHINGS

FURNISHINGS	PM	BWPG	BW DIVISION
Obtain Bids	X		
Review/Approve Bids	X	X	
Responsible for Oversight of Installation & Quality Assurance	X		
Communicates Schedule & Due Dates	X		



## IT

IT	PM	BWPG	BW DIVISION
Obtain Bids	X		
Review/Approve All Bids	X	X	X
Conducts Weekly Calls with BW/FP IT Leader	X		
Verifies Equipment Orders - Copiers, Plotters, Scanners	X		
Informs IT of Install Dates	X		
Notifies Divisional IT Leaders and BWPG of Move Date	X		



## MOVE

MOVE	PM	BWPG	BW DIVISION
Obtain Bids	X		
Review/Approve Bids	X	X	
Send Numbered Plan with Instructions to Division Leader	X		
Send Numbered Plan with Instructions to Moving Vendor	X		
Notifies Onsite Leader of Move Date & Reviews their Responsibilities - See Checklist	X		
Notifies Vendor of Move Date	X		
Notifies All Stakeholders of Move Date - BWPG, Division, IT	X		
Oversees Move & Ensures Quality Assurance	X		