

Gold Seal Certification Resources: **Project Manager** Designation

Description from CCA Gold Seal Certification Guide 2016

What is a Project Manager?

A construction project manager is the person responsible for accomplishing the stated construction project objectives, including creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which are cost, time, and quality (also known as scope).

A project manager is often a client representative and has to determine and implement the exact needs of the client, based on knowledge of the firm they are representing. The ability to adapt to the various internal procedures of the contracting party, and to form close links with the nominated representatives is essential in ensuring that the key issues of cost, time, quality and above all, client satisfaction, can be realized.

The project manager is accountable, as the company representative, for time, cost and general overall project performance, and is responsible for promoting close and harmonious relations with the owner/client and design consultants. The project manager provides leadership in connection with overall project matters and strategy. He/she may be responsible for managing one or more projects.

Major responsibilities include:

- Assist in project selection and advise estimator at tendering stage on construction methods and indirect costs of construction to be used.
- Study plans, specifications, addenda and all construction conditions.
- Establish project strategy with supervision and general management, and determine the timing and synchronization of all project activities associated with schedules.
- Coordinate the preparation of basic guidelines for the project in areas such as task breakdown and definition, decide to subcontract or build with own forces, scheduling, budgeting, project organization and staffing.
- Control the project through the use of budgets, schedules, and progress reports, and integrate these with the technical performance of the project to ensure that work is performed on schedule and in the most economical manner.
- Adapt standard contract documents for subcontractors and suppliers.
- Negotiate, modify and award subcontracts.
- Maintain continuous relations with the client and design consultants at the senior working level.
- Review change orders and ensure change order procedures are instituted and followed throughout the project.



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- Direct the activities of the project superintendent, project engineer, project office manager and staff.
- Establish project milestones and direct the updating, revising and analyzing of project schedule.
- Oversee hiring, dismissing, training, and reviewing performance of staff responsible for project coordination.
- Manage the project risks by developing and implementing the project risk management plan.

