



*Facilities Innovative Solutions' Project Managers are responsible for accomplishing the stated strategic project objectives.*

## PROJECT MANAGEMENT

Key project management responsibilities include creating clear and attainable objectives, building the project requirements, and managing the constraints of the project management triangle, which are cost, time, scope, and quality. To put it simply, they will first determine and then implement your exact needs, based on the knowledge of the firm they are representing.

We also know there are many things that can go wrong in projects regardless of how successfully they are planned and executed. Partial or full-project failures, when they do occur, can often be traced to poor planning. This can result in adverse project outcomes including ongoing, repeated project re-plans and extensions, unclear work assignments, scope creep or unmanageable, frequently changing scope, budget overrun, missed deadlines and unusable new products or delivered features.

Planning is key, we therefore strive to develop the following elements in our project planning:

- Project management plan
- Assumptions
- Project objectives
- Tasks
- Action plan
- Constraints
- Network diagram
- Project costs
- Risk management plan
- Risk identification
- Risk analysis
- Risk mitigation



**How our Project Managers can help you:**

- Develop conceptual plans and budgets for facilities project to support fiscal decision making prior to awarding the project to a design firm
- Coordinate with proponent groups and building committees to facilitate rational facility planning, budgeting and scheduling
- Develop planning documents for initiation of projects to gain approval at board level
- Prepare requests for proposal and conduct all necessary meetings to facilitate hiring design and construction management services
- Monitor and report on all phases of planning and construction
- Coordinate all parties involved in the planning, design and construction process
- Develop and maintains facility project budgets
- Conduct pre-construction conference, reviews bids and recommends award of contract
- Prepare construction contracts and monitor their execution and distribution
- Prepare contract change orders and monitor their execution
- Review contract plans and specifications for compliance with appropriate building codes and project requirements
- Receive pay requests from professional consultants and contractors and approve for payment
- Monitor and facilitate resolution of construction contract disputes and claims
- Coordinate facilities occupants move-in to new facilities
- Monitor construction contract close-out and maintain documentation files

