

Roles and Responsibilities

Role	Major Responsibilities
Executive Committee Chairman	<ul style="list-style-type: none"> • Representative of the client • Head of the Executive Committee that is responsible for final approvals of all project stages
Project Sponsor	<ul style="list-style-type: none"> • Make decisions on key project issues
Executive Sponsor	<ul style="list-style-type: none"> • Representative of the sponsor • Representative of the client when not available • Primary point of contact representing user requirements • Support Project Manager in coordinating and validating user requirements and requests for changes (change orders) • Attend all design meetings, review meetings, procurement activities and meetings, Executive Committee meetings, and final approval meetings
Project Manager	<ul style="list-style-type: none"> • Prepare Project Management Plan • Ensure project is managed properly to achieve project goals and successfully complete deliverables • Mentor and coach Project Team members • Coordinate between different teams and stakeholders • Forecast and prevent issues before they develop and resolve any existing issues and disputes • Negotiate change orders and process them • Attend all meetings related to project
Admin Assistant	<ul style="list-style-type: none"> • Develop, prepare, and distributing reports • Assist in all administrative matters and office work related to project • Support Project Team • Ensure office and staff follow established procedures including employee orientation and training • Distribute mail across Project Team members • Coordinate vehicle uses in project activities

<p>Project Analysts Head</p>	<ul style="list-style-type: none"> • Lead team that consists of Planner, Scheduler, Cost Controller, and Coordinator • Responsible, with his group, for project documentation, performance measuring, project status reporting, and schedule analysis and reporting • Responsible with his team for risk identification and analysis • Responsible with his team for budget reporting and payments • Coordinate with Management Consultant Team to ensure conformance to all project requirements and specifications and compliance with all project quality standards • Ensure compliance with provincial and federal laws and regulations
<p>Designing Engineers Head</p>	<ul style="list-style-type: none"> • Coordinate with Project Team and other stakeholders to identify project requirements and specifications • Lead a team of Design Engineers responsible for site civil, electrical, mechanical, networking, and IT plans and designs based on project requirements and specifications • Provide cost estimates • Performs regular site visits • Support Management Consultant Team for quality audits • Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations
<p>Technicians Head</p>	<ul style="list-style-type: none"> • Lead a team of Technicians responsible for networking and IT equipment installations as well as supporting vendors and subcontractors • Coordinates project activities at site • Monitor progress of construction and equipment installation to ensure conformance to all project requirements and specifications and compliance with all project quality standards

	<ul style="list-style-type: none">• Support Management Consultant Team for quality audits• Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations
Contract Officer	<ul style="list-style-type: none">• Representative of Contracts and Purchasing department• Responsible for all contractual obligations• Attend all procurement activities and meetings and conduct RFP process• Coordinate with Project Analysts Head to ensure conformance to all project requirements and specifications and compliance with all project quality standards• Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations