

Roles & Responsibilities

StakeHolder

- Identify New Projects
- Obtain basic project details
- Submit Project Request
- Identify Deliverables
- Develop scope with the Project Manager
- Approval project scope
- Maintain scope & avoid Project Creep
- Track change requests & resubmit as new projects, when applicable

TBR Project Management

- Serves as PM on large jobs
- Provides updates to APSU on project progress
- Overall funding management
- Liason for Construction & Startup
- Insures that critical project requirements are met. Ie: fire/life/safety, OSHA, EPA, State & Federal building code compliance, etc.

Director Facilities - Planning - Projects

- Receive and process project requests
- Meet with StakeHolder & develop project details
- Work with StakeHolder to develop Scope
- Develop Basic Cost & Schedule
- Explain any "No's"
- Support Project Development
- Manage & Execution of Scope
- Project Reviews & Coaching

Physical Plant

- Work with DFP&P to determine "Project vs. Maint"
- Provide support of projects, where applicable
- Provide historical viewpoint, where applicable
- Liason for Construction & Startup
- Provide valuable input concerning required maintenance & repair requirements to avoid any "white elephants"