

TWSAOA

Project Management Company (PMC) Roles & Responsibilities (R&R)

The PMC R&R is to optimise Project development, delivery and outcomes through:

- **Assisting in defining the Project Statement of Case (SOC) and Scope of Work (SOW)**
- **Assisting in preparation of BOQ and RFP Tender document**
- **Assisting in selection of vendors**, sub-contractors and contractors
- **Assisting in drafting the vendor contract** to ensure that critical terms and conditions are included; and that vendor-dictated terms are reasonable and in TWSAOA best interests
- **Assisting in the creation of a Project Plan** and GANTT/ PERT charts
- **Assisting with cost management** by proactively calling out potential cost overruns and recommending cost-effective ideas
- **Closely monitoring project execution/delivery:**
 - Tracking timelines vs Project Plan, recording milestones (photographs and other documentation), proactively escalating possible delays to enable remedial action, exception reporting and assisting in mitigating/addressing delays
 - Oversight of material quality (vs contract specification), receipt, recording, issuance and disposal
 - Oversight of work procedures to ensure they are as per contract and
 - Oversight of Health & Safety (H&S) measures to ensure they are adequate and compliant with statutory requirements
- **Measurements of work done** for the purposes of comparing to contract requirements, for records and for payment purposes
- **Verifying bills** based on contractually agreed terms, before payout to vendors
- **Identification of potential risks** and the development of contingency measures to manage them
- **Serving as a focal point** for communication with the Board of Managers and accountable to the Board of Managers
- **Handover and Closure:** Helping to ensure that all the necessary paperwork, licences, as-built drawings and warranties are in place before certification of completion. Where required, supporting in project termination operations or mid-project transition, if applicable.