



STATEMENT OF SERVICE

Objectives

- In consultation with Project Sponsors and Key Stakeholders, develop project documentation such as a project charters, project plans, as well as communications and engagement plans.
- Deliver projects within the scope, time and budget specifications along with the objectives as outlined in any project documentation.
- Report on the project status and financial management.
- Effectively communicate with project stakeholders to ensure achievement of project outcomes.
- Manage project resources and budget to ensure projects are completed on time and within budget.

Project Management Services

- Manage project delivery including planning, budgeting and programming for a broad range of projects. Projects delivered are typically civil construction projects such as roads, drainage, earthworks, bridges and commercial buildings. Value of projects can range from \$300,000 to \$15,000,000.
- Management of all project phases to ensure project tasks are delivered on time, budget and to specifications set out in project documentation.
- Provide project scheduling and monitor milestones, timelines and progress.
- Identification and management of the critical linkages/ critical path activities.
- Develop, implement and monitor risk management plans.
- Provide regular reporting on project status and financial management of projects.
- Develop briefs for other consultants, design briefs and other such documentation required for projects.
- Manage multi-discipline consultant teams and contractors engaged for projects.
- Contract management of project delivery including preparation of tender documents, advertising, evaluation and award of tenders to contract. Contracts managed for consultants during the project design phase and contractors during the project construction phase.
- Construction Supervision - Monitor through site visits, auditing, quality assurance, progress reports and assessments of compliance;
- Overseeing commissioning and Project Handover
- Post occupancy reviews

Resource Management

- Develop resource plans and coordinate all resources to be assigned to projects.
- Manage the project budgets including preparation of financial status reports.
- Coordinate and monitor all procurement activity associated with projects.



Administration

- Prepare project status reports and other reports required by the Client using contemporary project management tools and templates.

Record Keeping

- Making and keeping accurate and complete records of business activities and decision making.
- Proactively creating records including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Range of Projects Delivered

- Roads and Car Parks
- Drainage including heavy duty pumping solutions
- Stormwater strategies including WSUD (STORM and MUSIC tools)
- Dams
- Bridges
- Recreational facilities and sporting surfaces including lighting
- Landscaping
- Irrigation
- Reticulated water and sewer
- Gas supply
- Electrical supply
- Comms including optic fibre
- Commercial Buildings – Restaurants, Libraries, Museums, Community Centres, Offices
- Housing Estates
- Industrial Estates

Other Services

- Strategic Project Development
- Temporary backfill of management roles in Local Government in the areas of engineering, infrastructure, asset management and waste management.
- Engineering management
- Preparation of drainage strategies including water sensitive urban design principles.
- Investigate and provide asset engineering conditions for Local Government planning permit referrals.
- Advice and Mentoring
- Capital Works Project Scoping & Documentation
- Feasibility Studies/Management
- Review of Strategies & Plans
- Specifications and Tender Documents
- Project Tender Assessments
- Minor Engineering Investigations
- Asset Management Service Support
- Asset Disposal Projects
- Asset Condition Assessments
- Grant Application & Reporting