Appendix C.7
Project Manager
Roles and Responsibilities

A. GENERAL

The Project Manager (PM) is responsible for delivering the assigned project including public-private partnership (P3) capital project in accordance with the scope, budget, timelines and guidelines established by the Assistant Deputy Ministers’ Project Review Committee (ADM Committee).

B. ROLE

The PM provides project leadership, is accountable for all aspects of project development and delivery.

C. RESPONSIBILITIES

For assigned projects, the PM is responsible:

- To identify all resources and support (human, physical, financial) required to achieve the project objective and deliverables,
- To develop and complete all interim and final deliverables and any other necessary tasks in a manner and time that will achieve the project objective,
- Develop and implement an effective project communications plan, including planning, monitoring and adapting to address any communications needs throughout the project,
- To identify, in a timely manner, to the ADM Committee all social, socio-economic and political issues that may impact the delivery of any deliverables,
- To seek direction and decisions, in a timely manner, from the ADM Committee on any issues that impede the completion of the deliverables within the project schedule and budget,
- To notify the Chair, ADM Committee of any issues beyond the control of the project manager and team that may delay the project schedule or negatively impact the approved budget,
- To meet with the Chair, Deputy Ministers’ Project Steering Committee (DM Committee) and Chair, ADM Committee on a regular basis to review any or all aspects of the project,
To liaise with all stakeholders, partners and interested parties on the project,

To manage all aspects of the project, project team members and all support resources, advisors and consultants in a way to achieve the project objective,

Develop a business case with supporting analysis and recommendations, and

Prepare reports and other communications for the DM Committee, ADM Committee, Treasury Board, Cabinet, the Advisory Committee on Alternative Capital Financing and other users, as required.

D. PROCESS

The PM will:

- Use project management best practices and methods to ensure a successful delivery of the project deliverables and outcomes,
- Attend all ADM Committee and DM Committee meetings, and
- Engage consultants and experts, as approved in the project plan and budget, to assist in executing the PM’s responsibilities.

The PM may determine any other procedures he/she requires to discharge the responsibilities.

E. ORGANIZATION

The PM will report to the ADM Committee (Figure 10).

The PM will establish a project organization and governance structure best suited to the project type and phase (e.g. planning & development, procurement, delivery).
Figure 10 – Potential Organization

The Chair, Deputy Ministers’ Oversight Committee will conclude as to whether a project is a “Single Ministry” or “Cross Ministry” project.

Single Ministry Projects are projects where 1 ministry is the program and infrastructure delivery ministry and the results of that project affect only that 1 ministry.

Cross Ministry Projects are projects affecting more than 1 ministry and include projects for supported organizations such as health boards, post-secondary institutions and school boards.

Government of Alberta (GoA) projects include any infrastructure project run by a ministry and include projects for government-owned infrastructure, such as roads and buildings, and infrastructure for supported organizations such as health boards, post-secondary institutions and school boards.