

Appendix 4.3 - Project Team Terms of Reference Template

The purpose of the Project Team is to assist the Project Manager with the day-to-day management of the project. The Project Team will be established no later than the selection of the programming consultant, and will endure at least until facility commissioning is complete or thereafter at the discretion of the Project Steering Committee. The Project Manager will establish a meeting schedule that provides regular and sufficient opportunity for the supporting committee members to provide their support and input. The Project Manager will act as the Chair of the Project Team. The mandate of the Project Team follows:

- Provide support to the Project Manager for the achievement of the scope, schedule, cost and quality objectives of the project;
- Assist the Project Manager in ensuring that all site and infrastructure requirements including site planning objectives are integrated into the project;
- Assist the Project Manager in the preparation of project reports with respect to schedules, programming, design, construction, commissioning and budget;
- Coordinate with Alberta Health Services (AHS') Contracting, Procurement and Supply Management (CPSM) Furniture and Equipment, Information Technology (F&E/IT) planners on development of the Equipment Plan and the Delivery and Installation Plan, procurement for the equipment once approved, and the planning for equipment commissioning;
- Assist the Project Manager with the overall management of programming consultants, prime & design consultants, engineering consultants and construction managers, including the provision of information to the consultants to facilitate the achievement of their objectives;
- Coordinate and perform liaison activities with stakeholders or authorities having jurisdiction, both internal and external;
- Assist the Project Manager with the reporting and maintenance of project records;
- Provide assistance to the Project Manager concerning quality assurance, access and control and operational safety;
- Assist the Project Manager in the development and execution of a building commissioning plan, deficiencies rectification and warranty oversight;
- Assist with planning for handover, operational commissioning and move coordination by AHS;
- Assist in the incorporation of value engineering into long-term asset selection and management;
- In consultation with site and facility managers, ensure that the project is implemented in a coordinated fashion with the day-to-day operations of the AHS site; and,

- Through the Project Manager, ensure that design standards, AHS health care facilities design guidelines, Infection Prevention and Control standards and construction standards are implemented.

Project Team Membership will include (as required):

- Alberta Infrastructure (INFRA) Project Manager (Chair);
- INFRA Project Coordinator;
- INFRA Technical Services (at discretion of the Project Manager);
- AHS Zone Clinical Liaison;
- AHS Facilities Maintenance and Engineering (site or facility);
- AHS CPSM Planner;
- AHS IT Planner;
- Functional Programming Consultant;
- Prime Consultant Project Director;
- Construction Manager/Contractor;
- Engineering consultants (at the discretion of the Project Manager); and,
- Any other individuals at the discretion of Project Manager.