

OBS Consultant Training Project Management Office

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Project Management Office

- New
 - 1 year old, but finally full staffed about 2 months ago
 - Training of our staff first
- Scope, Schedule, Budget – Communicating, Monitoring, Reporting
- Consultant Administration

Consultant Administration

Continuing-

- ACEC coordination
- Policy updates and compliance with state and federal regulations
- Consultant selections

Enhanced-

- Cost accounting
- Expense prediction and choices
- Negotiating
- Balancing workloads
- Error and omission reviews

New-

- Complaint investigation
- Project manager involvement

Project manager involvement

- May have a greater role in consultant contract and project oversight
 - Specifics will be defined in a project management plan
 - Could include negotiations, schedule, evaluations
 - May be listed on contracts as the contract and project administrator
- May ask for an analysis of non-standard ideas or other options
 - Not intended to take over design decision making
- May suggest reduced effort in certain areas
- Will find answers for you