PROJECT MANAGERS

Project Managers (PMs) work in the Project Management Department, Capital Programs Division, and coordinate the delivery of all capital construction projects with budgets greater than $250K which require competitive bids. As the agent representing the University Board of Trustees, the PM is authorized to administer the design and construction contracts associated with executing a Capital Programs project.

A Capital Planner works with the PM during the initial project phases until after a design professional (Architect/Engineer) is selected and under contract. At that time the PM assumes the lead management role of the project team, which includes representatives of outside firms and contractors in addition to Facilities & Services and University of Illinois staff. The PM coordinates the activities as the project is programmed, designed, and executed by monitoring progress, acting as the central communications point, and assisting the contractor in resolving issues which might impact budget or schedule commitments.

PROJECT COORDINATORS

Project Coordinators (PCs) work in the Construction Services Department, Operations, Maintenance and Alterations Division. They coordinate the work on multi-craft projects typically less than $250K which do not require competitive bids. When a request is submitted to a Construction Superintendent (CS) with no details attached, it is assigned to a PC to create an estimate. The PC contacts the customer to develop the scope of the proposed project, working together to determine the complexity, cost, budget, and schedule. The scope is submitted to the CS for final approval. If the project involves a single craft, the CS releases the work order and it is scheduled for execution. When the project involves several crafts, the work order is released to the PC who coordinates with the foremen to schedule the phases and monitor work completion.

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THE ASSIGNMENT OF A PROJECT TO A PROJECT MANAGER OR A PROJECT COORDINATOR DEPENDS ON A VARIETY OF FACTORS, INCLUDING THE NEED FOR DESIGN SERVICES, COMPETITIVE BID REQUIREMENTS, BUDGET LIMITS, AND BOARD OF TRUSTEES APPROVAL.