

Max's Linear Responsibility Charts - Typical Building Projects

Project Management Wisdom

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Introduction | Pre-Project Study | Concept Phase
 Concept Development | Schematic Design | Final Design | Tender & Award
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2.0 Project Definition Phase

2.1.0 Stage 1 - Concept Development

- Throughout every project phase, both Project and Technical Management must proceed in tandem and be closely integrated.
- In this stage, the 'PCM' is a knowledgeable construction industry representative such as a senior construction estimator or experienced construction manager.

Legend:

- OD - Owner or Developer of project
- PD - Project Director, Owner's representative
- LAC - Lead Architect or Consultant
- PCM - Project Construction Manager
- JA - Jurisdictional Authorities
- denotes primary responsibility
- ⊙ denotes significant supporting responsibility

Ref #	Task	Responsibility »	OD	PD	LAC	PCM	JA
2.1.1.0	Project Management						
2.1.1.1	Outline responsibilities of the project team		⊙	●			
2.1.1.2	Determine organization & staffing to administer project		⊙	●			
2.1.1.3	Establish basic communication procedures		⊙	●			
2.1.1.4	Interview & select architects		⊙	●	⊙		
2.1.1.5	Interview & select engineers, estimator, other consultants			⊙	●		
2.1.1.6	Select senior construction estimator			●	⊙		
2.1.1.7	Retain Land Surveyor		⊙	●			
2.1.1.8	Review & agree team responsibilities			●	⊙		
2.1.1.9	Establish fees		⊙	⊙	●		
2.1.1.10	Prepare contractual agreements			●	⊙		
2.1.1.11	Execute contractual agreements		●		⊙		
2.1.1.12	Establish reporting & accounting procedures		⊙	●	⊙		
2.1.1.13	Analyze architectural program versus budget				⊙	●	
2.1.1.14	Reconcile program vs. budget & update Conceptual Budget			⊙	●	⊙	
2.1.1.15	Review & update financial pro formas		⊙	●			
2.1.1.16	Establish cash flow projections			⊙		●	
2.1.1.17	Conduct financing studies		●				
2.1.1.18	Establish Definition Level Budget for cost control purposes			⊙	⊙	●	
2.1.1.19	Assemble Project Charter (Project Brief) documentation			●	⊙	⊙	
2.1.1.20	Review and approve or...		●				
2.1.1.21	Revise as needed		⊙	●	⊙	⊙	
2.1.1.22	Release next stage funding based on report, <i>or abort</i>		●				

Ref #	Task	Responsibility »	OD	PD	LAC	PCM	JA
2.1.2.0	Technical Mgt: Concept Development						
2.1.2.1	Elaborate & define Functional Program				●		
2.1.2.2	Analyze and comment on updated Functional Program		⊙	⊙		●	
2.1.2.3	Evaluate building design				●		

2.1.2.4	Establish energy conservation parameters			●		
2.1.2.5	Evaluate & recommend alternative systems and materials		⊙	●	⊙	
2.1.2.6	Establish vertical transportation parameters		⊙	●	⊙	
2.1.2.7	Liaise with Jurisdictional Authorities for zoning & approvals		⊙	●		
2.1.2.8	Prepare guidelines for Development Agreement	⊙	⊙	●		
2.1.2.9	Conduct technical design meetings		⊙	●	⊙	
2.1.2.10	Conduct site evaluation			●	⊙	
2.1.2.11	Coordinate utilities evaluation			●	⊙	
2.1.2.12	Assemble technical documentation for Project Charter		⊙	●		

◀ Concept Phase

Schematic Design Phase ▶

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