

**Work Plan A.07-02 Project Management Support and day-to-day Project Management responsibilities for Civil, Structures and Track Programs****Scope:**

The overall project scope is to provide assistance to the program managers and project managers for all project activities in planning, reporting, scheduling, and projects budget forecasting. Listed below are the duties and responsibilities that will be provided:

- a) Perform day-to-day project management responsibilities for multi-disciplinary projects in Construction.
- b) Measure project performance using appropriate systems, tools, and techniques.
- c) Report and escalate to management as needed.
- d) Set-up and maintain project files; perform ongoing document control and file management.
- e) Attend project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, distribute meeting minutes as directed.
- f) Provide procedural and administrative support to Project Staff.
- g) Reserve/schedule conference rooms and attend weekly progress status meetings with the project teams and stakeholders.
- h) Track, review, and update project schedules based on input from design teams and other stakeholders on the projects in Construction.
- i) Develop and update Project Execution Plan, Contracting Plan and Risk Register.
- j) Prepare weekly, Monthly and Quarterly project update reports such as Monthly Project Updates, Earned Value Management Reports, Estimate to Complete Reports, etc.
- k) Provide schedule updates and prepare biweekly and monthly reports.
- l) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute them to the deliverables' originators.
- m) Perform other tasks as directed by the Project Management Team and/or the District representative. The PM Support Team will be responsible for completing delivery of a task, from start to finish. The consultant will be cognizant of the actual need for BART resources and use consultant staff efficiently.

**Prime: HNTB-FMG JV****Subconsultants: None****Total Work Plan Value: \$ 556,343**