GROUP — CONSTRUCTION MANAGEMENT

CM-3 Overall Planner

Sample Job Description

Job Title: Overall Planner

Reports to: Construction Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This position will manage and coordinate the planning activities required to support the AWP. They will incorporate input from the various stakeholders into the overall Project Execution Strategy (including cost and schedule).

This will not be a new position within the Organization Chart. This individual will have additional scope of responsibility to ensure that any additional planning/scheduling for construction activities associated with AWP are incorporated into all planning activities.

Essential Duties (Roles and Responsibilities)

* Ensure additional inputs associated with AWP are incorporated into the Path of Construction.
* Ensure that AWP planning deliverables and input required of stakeholders (Engineering, Supply Chain, Construction Contractors and Vendors) are either included in the Project’s AWP Procedure (internal stakeholders) or included in their contractual terms and conditions (Contractors).
* Ensure the WBS reflects the implementation of AWP.