GROUP — OWNER

0-2 AWP Champion

Sample Job Description

Job Title: AWP Champion

Reports to: Owner’s Project Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This is the individual within the Owner’s organization that has ultimate role of ensuring that all stakeholders (and all employees of each stakeholder) are following the Owner’s detailed AWP Processes and Procedures. This individual will also be required to ensure the Owner’s AWP Processes and Procedures are complete and that all stakeholders have mandatory training completed, and support required, to be able to execute their responsibilities within the AWP program development and deployment. This individual should be empowered to make recommendations to the project team to ensure the success of the AWP Strategy for the Project.

This may be a new position on the Organization Chart. Alternatively, a key senior member of the Owner’s Organization may take on the additional scope required. The requirement of a dedicated positon will be dependent upon the size and scope of the project. However, it is recommended that this position be considered important enough to warrant that a key individual be assigned specifically to this role on larger projects – especially if this is one of the first times the Owner has tried to implement AWP throughout the Project Life Cycle.

Essential Duties (Roles and Responsibilities)

* Ensure the Project AWP processes and procedures are complete and up-to-date (may be required to write processes and procedures)
* Provide mentorship to project stakeholders on Advanced Work Packaging practices and procedures
* Ensure that project specific audit protocols are established and followed
* Be actively involved in the interactive planning sessions through all phases of the project and be ready to intervene in any problems related to stakeholders not supporting, or needing clarification of, the AWP processes and procedures.
* Ensure that training requirements are identified for the project, and that stakeholders are engaging in active training and coaching to provide appropriate stakeholder support
* Facilitate collaboration amongst stakeholders on the project to ensure alignment and the pursuit of project goals rather than department goals
* Monitor AWP deliverables to ensure that stakeholders are meeting the expectations of the AWP program