GROUP — OWNER

0-3 Turnover Manager

Sample Job Description

Job Title: Turnover Manager

Reports to: Owner’s Project Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This individual is responsible to ensure that all of the documentation required during the planning and execution of the project is received in the correct format and in a timely manner to coordinate the turnover of completed portions of the project to the owner’s operational team.

 This may not be a new position on the Organization Chart. However, utilizing an AWP Strategy will require this position being active perhaps much earlier in the front end than on more traditional projects.

Essential Duties (Roles and Responsibilities)

* Ensure the inputs/outputs that may change due to the AWP Strategy for the project database are established very early in the front end of the project to enable the project to effectively and efficiently steward the progress of the project and be able to turn over the project to operations as required.
* Establish the requirements of all stakeholders (e.g., delivery schedule for inputs into the database) for reports and/or information required by the project.
* Actively participate in the integrated planning sessions to ensure these requirements are understood and agreed upon by all stakeholders.