



Project Management & Construction Services

Standard Operating Procedures

TITLE: LIAISON WITH COLLEGES AND AUXILIARY UNITS

Purpose

- To clearly define the expectations for liaison of a dedicated Project Manager to each college and auxiliary unit to facilitate clear communications and overall excellence in project management support to each college and auxiliary unit.

Definitions

- **Liaison.** A PMCS Project Manager who is assigned to facilitate coordination and act as an advocate for an assigned college or auxiliary unit within the University of Texas.
- **Liaison Duties.** Support the information needs of the assigned college or auxiliary unit. Provide the client an avenue for understanding PMCS procedures. Advocate the client priorities for project accomplishment.

Overview of Process

- PMCS maintains a standing list of liaison assignments and requested coordination actions.
- PMCS schedules and attends regular liaison meetings with colleges and auxiliary units.
- The assigned liaison acts as a dedicated coordinator with assigned educational or business unit to facilitate communication and receipt of support from PMCS.
- **Maintaining liaison coordination spreadsheet.** The Senior Administrative Associate for the Associate Director, Construction Services will maintain the liaison coordination spreadsheet. As any changes are necessary due to personnel changes or client requests, any PMCS staff member can provide update input. The liaison coordination spreadsheet will be reviewed for accuracy and updating on a quarterly basis and approved by the Director, PMCS.
- **Conduct of liaison meetings.** The PMCS Director prepares and sends out COGNOS reports to all Project Managers with current projects one week prior to the liaison meeting. Project Managers are required to update project status in



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FAMIS and provide supplemental information as needed to the assigned liaison. The Director's Office administrative staff prepares eight (8) copies of one-line-per-project reports and two (2) copies of full sheet per project reports should for the meeting. The Senior Administrative Associate for the Associate Director, Construction Services will schedule liaison meetings with colleges and auxiliary units, to include locations and times. The assigned liaison will coordinate agenda and attendance, coordinate with Project Managers for input on meeting agenda items and ensure attendance of all PMCS staff members whose attendance is necessary for a successful meeting. The liaison chairs the meeting and facilitates input from all interested parties to ensure there is clear communication with the supported client and understanding of all project status and priorities. The liaison prepares a set of meeting minutes within 48 hours. The liaison sends the minutes to all who attended the meeting as well as all Project Managers and managers/senior Project Managers who have projects in the current project list for that client. The minutes should reflect any decisions made in the meeting and clearly state actions requested by the client by project. Responsibility for follow up and completion of tasks rests with the responsible Project Manager, while the liaison facilitates communication.

References

Project Management and Construction Services Liaison Coordination Spreadsheet