



Project Management & Construction Services

Standard Operating Procedures

MENTORING RESPONSIBILITIES CONSTRUCTION COORDINATORS STANDARD OPERATING PROCEDURES

Adopted September 13, 2006

I. Purpose:

To establish clear responsibilities of the assigned project Mentor during the training of new Construction Coordinators in the Project Management and Construction Services Department, University of Texas, Austin.

II. Mentor Responsibilities:

- a. When a project is assigned to a Coordinator still in training, a Mentor will also be assigned. Both individuals names will be documented on FAMIS and and email documenting the assignment will be sent to both parties.
- b. The mentor will be responsible for scheduling a time to review the scope of the project; the project site/location; and to discuss the project in detail with the Coordinator in training.
- c. The mentor will be responsible to assuring the Coordinator in training understands the scope and the ramifications of their responsibilities throughout the project. This will include review of lock and key requests; parking and staging requests; project signage; client and contractor communication responsibly throughout the project; site observation report documentation; preparation of test logs and plan review logs; outage requirements and Supplemental Work Order requirements.
- d. The Mentor will walk the project at least once a week with the Coordinator in training to review progress, discuss potential action items and to answer questions and provide direction.
- e. The Mentor will document a report to the Manager once a week identifying the progress of the project and any potential concerns that may require management intervention with the Coordinator in training.
- f. Meet at project close out with the Coordinator in training and the Manager to discuss "Lessons Learned".

Coordinator in Training Responsibilities:



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- a. To work closely with their assigned Mentor throughout the project and to pursue questions, concerns or areas where additional training may be required.
- b. To maintain open and receptive two-way communication with the Mentor and the Manager and to gain experience and insight throughout the course of the project.
- c. To contact the Mentor and arrange site meetings with them when questions, issues or concerns arise throughout the scope of the project.
- d. To actively participate in the “Lessons Learned” close out process.

III. Reporting:

- a. The mentor will report on the project and areas on concerns weekly in writing to the Manager.
- b. The Coordinator in Training will report as required for all assigned projects.
- c. Both the Mentor and the Coordinator will be evaluated on their ability to make this a positive learning experience.