

Contract Administration Services (CAS)

PMP01 – Technical Brief – Project Manager Planning Level 1

Qualifications and Experience

To be considered for the Contract Administration Services (CAS) prequalification levels, applicants must satisfy both the mandatory qualification and mandatory experience where indicated. The CAS provides nine Project Manager related roles to select from. The scope, value and complexity of the infrastructure project must be considered when selecting a Project Manager. Table 1 provides some guidance.

The role of Project Manager Planning Level 1 (PMP01) is targeted towards qualified personnel with project management experience in the areas relating to the planning phase of road infrastructure projects.

Table 1 – Project Manager Roles

Role	Level	Construction or Design Phase	Mandatory Qualifications	Mandatory Experience (individual role descriptions provide further detail)	Class of Work Description
Project Manager Associate Construction Level 1	PMAC01	Construction only	Nil.	5 years of project management experience in the construction phase of road infrastructure projects.	Low value TIC / MIC (under \$20M), and OnQ Type 3 projects (construction only).
Project Manager Associate Construction Level 2	PMAC02	Construction only	Nil.	10 years of project management experience in the construction phase of road infrastructure projects.	Low value TIC / MIC (under \$20M), and Medium value TIC-CO (\$20M to \$50M). OnQ Type 2 and Type 3 projects (construction only).
Project Manager Engineering	PME02	Design and construction phases	Bachelor of Engineering (Civil) AND Registration as a Registered Professional Engineer of Queensland – Civil– (RPEQ).	10 years of project management experience in both the design and construction phases of OnQ Type 1 road infrastructure projects.	High value, high risk TIC-CO or design and construct contracts (>\$50M). OnQ Type 1 infrastructure projects.

Role	Level	Construction or Design Phase	Mandatory Qualifications	Mandatory Experience (individual role descriptions provide further detail)	Class of Work Description
Project Manager Design Level 2	PMD02	Design only	Bachelor of Engineering (Civil) AND Registration as a Registered Professional Engineer of Queensland – Civil (RPEQ) – applicable to Bachelor of Engineering qualified applicants only. OR	10 years of project management experience in the design phase of OnQ Type 1 and Type 2 road infrastructure projects.	Medium to high value, medium to high risk, design only engagements. OnQ Type 1 and Type 2 infrastructure projects (design phase only).
Project Manager Design Level 1	PMD01	Design only	Bachelor of Engineering Technology (Civil) / or an equivalent qualification, which is accepted by the Institution of Engineers Australia as a Technologist Member (TMIEAust). OR Associate Degree in Engineering (Civil) with relevant competencies equivalent to the three-year degree.	5 years of project management experience in the design phase of OnQ Type 2 and Type 3 road infrastructure projects.	Low to medium value, low to medium risk design only engagements. OnQ Type 2 and Type 3 infrastructure projects (design phase only).
Project Manager Construction Level 2	PMC02	Construction only	Bachelor of Engineering (Civil) AND Registration as a Registered Professional Engineer of Queensland – Civil - (RPEQ) – applicable to Bachelor of Engineering qualified applicants only. OR Bachelor of Engineering Technology (Civil) / or an equivalent qualification, which is accepted by the Institution of Engineers Australia as a Technologist Member (TMIEAust).	10 years of project management experience in the construction phase of OnQ Type 1 and Type 2 road infrastructure projects.	Medium value, medium risk TIC-CO (\$20M to \$50M), and High value, high risk TIC-CO contracts (>\$50M). OnQ Type 1 and Type 2 infrastructure projects (construction phase only).
Project Manager Construction Level 1	PMC01	Construction only		5 years of project management experience in the construction phase of OnQ Type 2 and Type 3 road infrastructure projects.	Low value, low risk TIC / MIC (under \$20M). OnQ Type 3 projects (construction phase only).
Project Manager Planning Level 2	PMP02	Planning Phase only (i.e. Business Case, Options Analysis, and so on)	Bachelor of Engineering (Civil) AND Registration as a Registered Professional Engineer of Queensland – Civil - (RPEQ) – applicable to Bachelor of Engineering qualified applicants only OR	10 years of project management experience in the planning phase of OnQ Type 1 and Type 2 road infrastructure projects.	Medium to high value, medium to high risk OnQ Type 1 and Type 2 projects.
Project Manager Planning Level 1	PMP01	Planning Phase only (i.e. Business Case, Options Analysis, and so on)	Bachelor of Engineering Technology (Civil) / or an equivalent qualification, which is accepted by the Institution of Engineers Australia as a Technologist Member (TMIEAust), OR Associate Degree in Engineering (Civil) with relevant competencies equivalent to the three-year degree.	5 years of project management experience in the planning phase of OnQ Type 2 and Type 3 road infrastructure projects.	Low to medium value, low to medium risk OnQ Type 2 and Type 3 projects.

Academic / Professional Qualifications – Mandatory

Note: Where an applicant possesses a Bachelor of Engineering (Civil) or an equivalent qualification from a recognised tertiary institution, which is accepted by the Institution of Engineers Australia as a full Member (MIEAust) and one or more of the other mandatory qualifications, they are still required to be an RPEQ.

- Bachelor of Engineering (Civil) or an equivalent qualification from a recognised tertiary institution, which is accepted by the Institution of Engineers Australia as a full Member (MIEAust),

AND

Registration as a Registered Professional Engineer of Queensland (RPEQ) – applicable to Bachelor of Engineering qualified applicants only.

OR

- Possession of a Bachelor of Engineering Technology (Civil) or an equivalent qualification, which is accepted by the Institution of Engineers Australia as a Technologist Member (TMIEAust).

OR

- Associate Degree in Engineering (Civil) with relevant competencies equivalent to the three-year degree.

Prerequisite level

- Nil

Academic / Professional qualifications – desirable

- Project management qualification

Roles and responsibilities

Role:

- Ensure the products, services or deliverables are produced to the required quality standard.
- Ensure the time (schedule) and cost (budget) constraints of the project are achieved.
- Provide leadership, direction and motivation to the project team.
- Liaise with the Program Management Office, stakeholders, technical disciplines, and senior management as required.
- Integrate the nine project management knowledge areas according to the Project Management Body of Knowledge (PMBOK):
 - Project Integration Management
 - Project Scope Management
 - Project Time Management
 - Project Cost Management
 - Project Quality Management
 - Project Human Resource Management
 - Project Communications Management

- Project Risk Management
- Project Procurement Management

Responsibilities:

- Prepare, manage, review and update the Project Plan.
- Prepare and manage key knowledge area plans including risk and communications, in conjunction with other project staff.
- Manage project variations and changes and maintain the change control process.
- Manage project costs through cost estimating, budgeting, monitoring and contingency management.
- Manage the risk management process, including the development of contingency plans, reviewing residual risks and escalating risks that cannot be managed at the project level.
- Monitor overall progress, scope, project schedule, quality standards, use of resources, and initiate corrective action where necessary.
- Establish the project administration systems, documents control and management of all records.
- Coordinate and prepare regular progress reports and communication with key stakeholders.
- Coordinate handover and completion activities.
- Identify and document lessons learnt during the project.
- Use appropriate monitoring and reporting mechanisms with respect to all phases of project delivery of infrastructure programs.
- Application: Transport and Main Roads *Project Management Practices Guideline* (Parts A, B and C) and all other departmental project management materials.

Experience – Mandatory

- Minimum 5 years of project management experience in the planning phase of OnQ Type 2 and Type 3 road infrastructure projects, and
- Demonstrated sound consultation, conflict avoidance, and group facilitation skills.

Experience – Desirable

- Demonstrated experience in managing projects to Transport and Main Roads' policies, standards and specifications.

Information Required

- Your CV should as a minimum, provide details of skills, experience and key achievements from your last three projects that pertain to this engagement.

Table 2 – Transport and Main Roads OnQ Type 1, 2, and 3 Projects

Type 1	Complex / extreme or high-risk transport infrastructure projects, requiring high levels of investigation, management, and control.
Type 2	Straightforward / medium risk transport infrastructure projects, requiring moderate levels of investigation, management, and control.
Type 3	Simple / low risk transport infrastructure projects, requiring low levels of investigation, management, and control.

