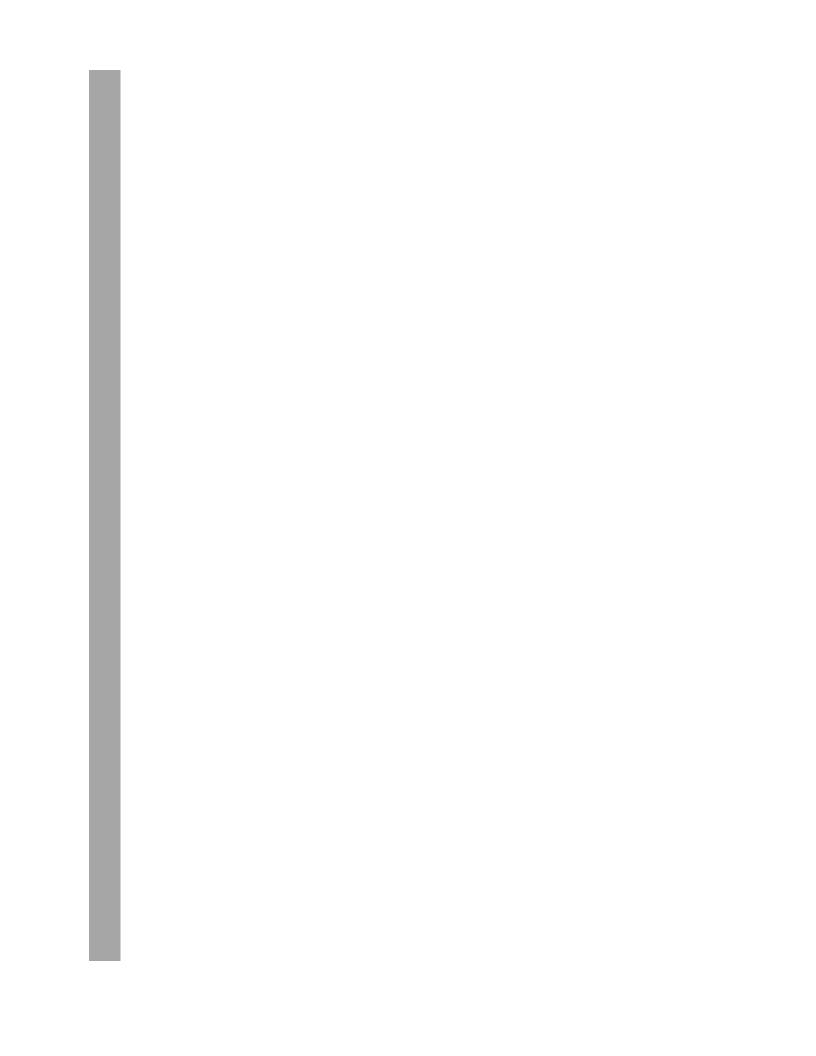**Major Project Development: Responsibilities**

All project related communication with user groups must go through the Development Manager.

The organization matrix below is typical for the lines of communication and responsibilities in a **Major Project**:

	Name	Reports to *or* Liaises with	Project Roles & Responsibilities
Project Initiation	SFU Board		
	Presidents (VPs)	Reports to Board of Governors	• Authority to terminate the project
	Building Committee	Reports to President and VPs Liaises with Facilities	• Makes recommendations to the President and VPs
	Director of Facilities Development Assistant		

			• Determines final acceptance and coordinates turn over procedures • Coordinates tenant move in (date, telephone, keys etc.) • Coordinates commissioning activities • Project closeout and handover to FM operations group
	Prime Consultant	Liaises with Development Manager *(all communications with User Groups should be through the Development Manager)*	• Responsible for design through contract administration, typically RAIC Document 6 with SFU supplementary Conditions • Commissions basic sub consultants (structural, mechanical, electrical, etc.) • Coordinates design of all sub consultants retained on the project • Obtains client approvals and makes submissions to authorities having jurisdiction • Issues change orders and directives for review and approval by the Development Manager prior to issuing to the Contractor/Construction Manager • Reviews progress claims and recommends to Development