

## Project Coordinator Can Drive A Building Project's Success

- *A facility project coordinator oversees the process and makes budget and schedule a priority for a new building*
- *This individual can be involved from planning through construction and move-in*
- *With a project coordinator's assistance, a building owner can concentrate on business operations*

*A project coordinator facilitates the owner's tasks from design and construction through facility commissioning.*

**A** driving force behind the success of your organization's new building or remodeling project is a single individual to coordinate and oversee project team activities, while making your budget and schedule top priorities.

Some organizations, when faced with building construction, assign project coordination responsibilities to an in-house employee, often in addition to their regular tasks. However, to give a project the attention it needs to be successful, consider hiring an outside project coordinator specifically to shepherd your building project. A proactive project coordinator can expedite the cost-effective completion of any building project, whether a small remodeling or a new building.

The project coordinator must be familiar with your organization and be able to

communicate with management and other facets of the company. Ideally, your project coordinator should possess architectural and engineering coordination or oversight experience, familiarity with company financial details and budgeting, and, if involving a new site, real estate development expertise.

When GE Lunar Corporation began planning a new 167,000-s.f. headquarters, their 7-person internal building committee realized that they did not have the time to devote to project oversight. They decided to bring a full-time project coordinator on board to manage their project.

The project coordinator oversaw the owner's tasks from design and construction through move-in and commissioning. This was advantageous from the architect's perspective, since the project coordinator, acting as the single point of contact between the



owner and the designer, streamlined decisionmaking. He also organized and facilitated meetings with different department heads to use their time most efficiently.

According to Nick Sykes, project coordinator for GE Lunar, "My primary role was to assure that GE Lunar's project was delivered on time and within budget. Ultimately, this allowed the firm's management to devote internal resources towards their primary business operations, rather than the construction project." The GE Lunar facility was delivered on time and under budget.

A full-time project coordinator can assist from early project planning through occupancy and beyond. Services include:

- Site identification, analysis and selection
- Land acquisition
- Liquidation of an existing facility
- Evaluation of existing buildings for lease or purchase

- Prediction of increased operational costs or savings
- Architect and contractor selection
- Project delivery method selection
- Development of cash flow schedule for construction-related expenses
- Design input
- Monitoring of schedules and budgets
- Bidding coordination
- Construction management
- Change order management
- Move-in
- Planning of networking and cabling
- Commissioning and equipment training

The project coordinator also can help you understand the costs involved in construction/procurement, including broker fees, condition reports, surveys, soil borings, and structural analysis, as well as lease structures and financing.

In order to keep initial expenses, life cycle costs and maintenance costs in balance during design, the project coordinator is involved in design meet-

ings and material selections. During construction, the owner's project coordinator monitors any project changes and associated costs, attends meetings, and oversees site activities.

"My goal was to make sure that GE Lunar got the best price for the quality we required. I also closely monitored construction change orders to understand their scope and final impact on our bottom line," Sykes explains. During the move-in, which occurred over two weekend moves, GE Lunar didn't experience any downtime.

A project coordinator can help your facility project progress smoothly, maximize your personnel resources, and let you focus on the most important priority: your business. ■

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