



Attachment A

PROJECT ROLES AND RESPONSIBILITIES: Who is responsible for what during the project?

The Project Lead Team

You are a member of the Project Lead Team.

This team is comprised of four key members who will be involved throughout the project:

- **You, the Project Sponsor and our Client** – represent, and approve project decisions on behalf of, the **UBC unit, department or faculty** for which work has been requested.
- **Project Manager (PM)** – manages the project from initiation to completion, oversees the Project Lead Team, and monitors and controls the project budget and schedule (**UBC Project Services**).
- **Consultant** – creates the site design plans, provides design expertise, particularly during the planning and design phases but throughout the project and reviews and ensures plans adhere with regulations. This role is **appointed to the relevant qualified specialist (such as an architect or engineer)**.
- **Contractor** – the contracted expert who leads the construction of your project. They manage the construction process and ensure that the design, regulatory, site safety and other quality requirements are met. This role is **contracted out to a construction company through a tendering process**. A competitive bidding process ensures you receive the most qualified contractor for the job.