ROLE OF HOPT, HODT & SO

Cawangan Pengurusan Projek Kompleks
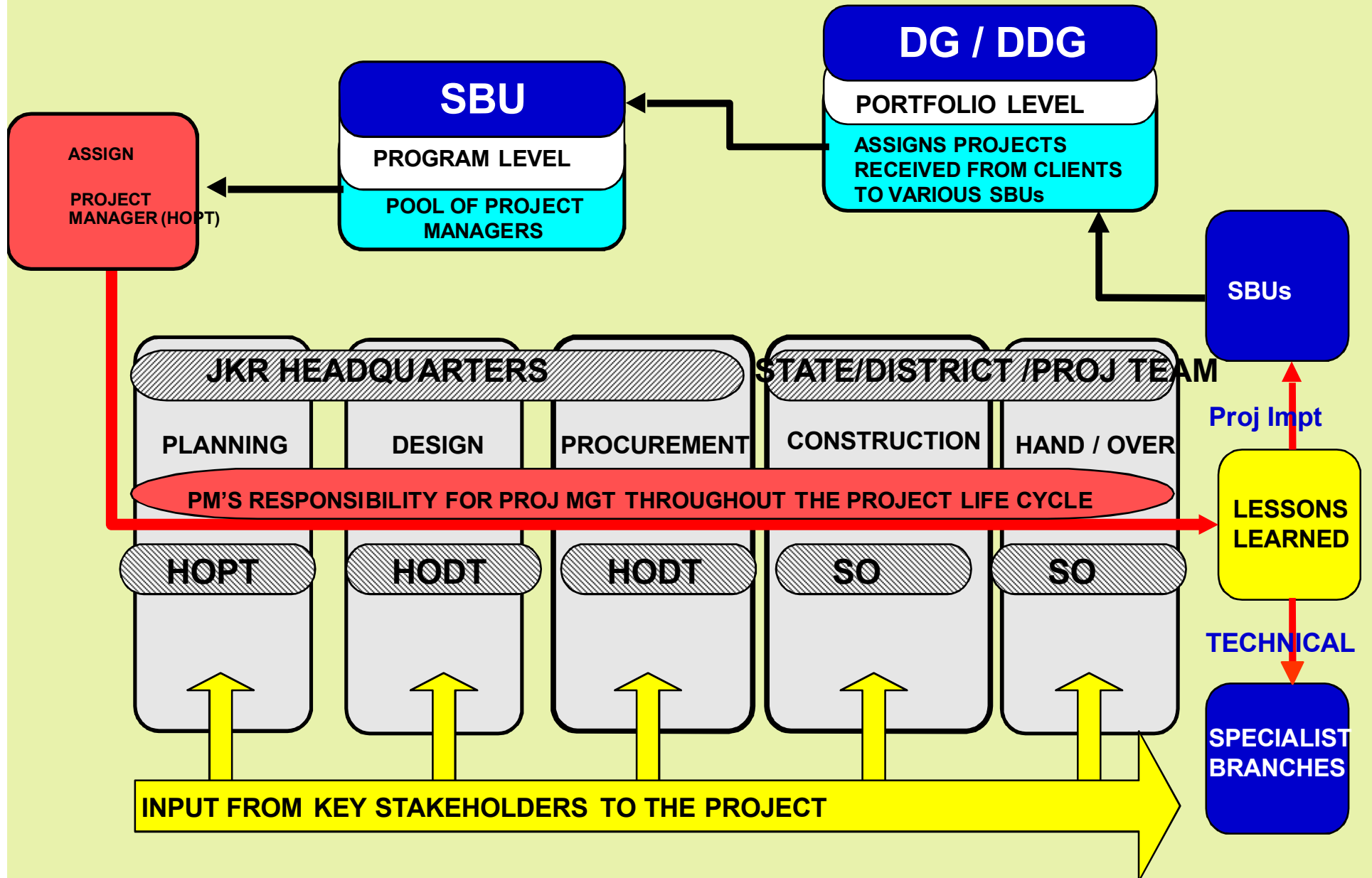
Objective of the presentation

- To define & clarify the roles and responsibilities of HOPT, HODT & SO at each phases of the project lifecycle

- To provide initial impetus for further discussion so that R & R of the HOPT,HOPT & SO can be further refined and agreed

Overview

Of

Assignment of Main Responsibilities in JKR Project Lifecycle Phases

TYPICAL APPROACH TO A PROJECT IN JKR ORGANISATION

DG / DDG

PORTFOLIO LEVEL

ASSIGNS PROJECTS RECEIVED FROM CLIENTS TO VARIOUS SBUs

SBU

PROGRAM LEVEL

POOL OF PROJECT MANAGERS

ASSIGN

PROJECT MANAGER (HOPT)

SBUs

JKR HEADQUARTERS

STATE/DISTRICT /PROJ TEAM

| PLANNING | DESIGN | PROCUREMENT | CONSTRUCTION | HAND / OVER |

PM'S RESPONSIBILITY FOR PROJ MGT THROUGHOUT THE PROJECT LIFE CYCLE

| HOPT | HODT | HODT | SO | SO |

Proj Impt

LESSONS LEARNED

TECHNICAL

SPECIALIST BRANCHES

INPUT FROM KEY STAKEHOLDERS TO THE PROJECT

Roles & Responsibilities Of HOPT, HODT & SO

Role & Responsibilities of HOPT

- Prepare project management plan and monitor & control of the project throughout the project lifecycle

- Proactively influencing outcomes

- Ensuring technical issues are resolved

- Manage, document and report on overall status of the project at defined points

- Ensuring completing the project on time and to budget with quality outcomes

- Managing all the key stakeholders of the project

Role & Responsibilities of HOPT

- Focus on overall needs and expectations of customers and other stakeholders

- Single point of contact for clients

- Set the overall project scope, schedule and budget that the HODT & SO will deliver

- Full-time project managers, with no supervisory duties

- Prepare responsibility assignment matrix for project team members

Role & Responsibilities of HODT

- Responsible for the technical aspect of the project by focussing on technical scope, schedule, budget and quality including assisting and support HOPT in QA/QC throughout the project life cycle

- Plan and design product realisation within defined scope, time, cost and agreed quality/performance standards & helps to resolve technical issues on the project

- Perform technical audit on the project at any point throughout the project life cycle as QA/QC requirement

- Supports and assists in contract management

Role & Responsibilities of HODT

- Collaborates with other stakeholders (eg other HODTs, SO etc) to provide support and services to the project

- Manages, documents and reports on overall project technical scope, schedule and budget at regular interval as required for monitoring & controlling

- Prepare documentations, reports & lessons learned in accordance with the assigned tasks for future projects

Role & Responsibilities of the SO

- The SO may not be a party to a contract but he/she is named in the contract document as the person fully responsible to administer the contract between the government and the contractor except for clauses reserved for other officersq named, during the entire contract period of construction and handover phase of the project

- Supervise, monitor & control of the project in accordance with the drawings & specifications to achieve the outcomes of:
  - Quality
  - Time
  - Cost

- As a certifier under the contract the SO has a duty to act fairly and impartially when doing certification

- Laise with HOPT should there be any ambiguity, discrepancy or inadequacy of drawings/specs etc

Role & Responsibilities of the SO

- Obtain consent from HOPT for change of scope and cost to the project
- Manages overall risks, budget, and resources assigned to the project
- Plan and manage communication plan eg. Meetings, reports,flow of communication etc
- Managing the stakeholders eg. Public, T NB, Waterworks, TM etc during contract stage
- Assists in the technical or quality audits carried out during construction/handover stage
- Prepare close out report incorporating lessons learnt to be submitted to the HOPT for future projects

Summary & Conclusion

- **HOPT**: as a project manager f ully responsible to lead & manage the project to the needs and expectations of the clients

- **HODT**: as a technical expert f ully responsible f or the technical aspects of the project but must conformed to the scope, time & cost requirements as def ined & planned by the HOPT to meet the clients needs and expectations

- **SO:** as the contract administrator has full authority over the contractor as def ined by the power given by the contract, but no absolute authority over the project. The SO must not deviate f rom the scope, time & cost as planned by the HOPT

Thank you