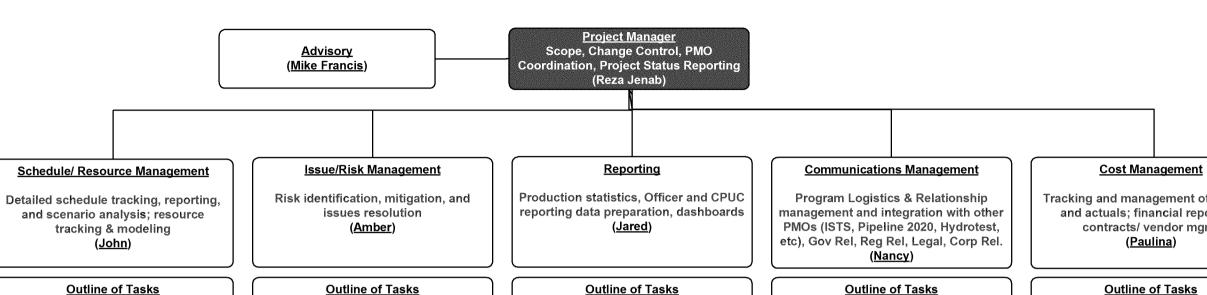


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Schedule

- Construct overall project schedule
- Obtain regular updates from teams and maintain the schedule
- Utilize existing resource management database and maintain high level resource loading in overall project schedule
- Provide weekly updates of project schedule and identify current critical path tasks
- Identify impacts to project delivery timelines
- Evaluate schedule acceleration alternatives

Resource Management

- Coordinate with resource to ensure updating existing database daily
- Incorporate data base enhancements as required to meet business line and finance requirements
- Maintain data interface between resource management database and schedule resource loading
- Coordinate with Finance management on utilization and forecasting of resources

- Develop and maintain central register for risks, issues, and project actions required to support delivery
- Identify utilization of central tool for issue/risk management (PPMC)
- Maintain the log of existing issues/ risks and update logs on a regular basis
- Coordinate with relevant SMEs on tracking items towards closure
- Assist SMEs with issue resolution as necessary
- Escalate to project leadership open issues and risks as necessary
- Coordinate with other PMO leads to incorporate potential impacts on project delivery and on other teams that interface with the project
- Provide input to the reporting workstream as necessary to incorporate high priority issues and risks into management reporting

- Develop and maintain internal and external reporting and dashboards
- Maintain the production metrics database and ensure team leads update data on a regular basis
- Ensure output and distribution of internal reporting within agreed upon timelines
- Centrally manage and provide support for all external reporting of project status and performance metrics
- Develop and maintain project progress dashboards
- Develop and report on key performance indicators as part of project dashboards
- Support production for CPUC reporting and any other external reporting
- Support production of officer and Steering Committee reports
- Obtain data from Schedule/Issue/ Communication/ and cost teams for incorporation into reporting

Tracking and management of forecast and actuals; financial reporting, contracts/ vendor mgmt (Paulina)

- Overall program logistics and support
- Central liaison between the project and other inter-related projects and teams such as:
 - ISTS PMO
 - Pipeline 2020 PMO
 - Hydrotest team
 - Gov Rel
 - Reg Rel
 - Legal
 - Corporate relations/ Communications
- Establish and attend regular coordination meetings between relevant external projects / teams
- Escalate dependencies and issues through the PMO to project leadership
- Coordinate interdependencies with project schedule
- Coordinate with reporting team to ensure visibility of external dependencies on project reports

Outline of Tasks

- Centrally manage project financials
- Develop and maintain financial dashboards for the project
- Coordinate with Reporting team to ensure accurate reflection of project financials
- Obtain internal project actuals and accruals and track against forecast.
- Obtain vendor costs and accruals and track against forecast
- Maintain consultant contracts and coordinate on administration of change orders
- Coordinate approval and payment
- Coordinate financials with overall Pipeline Program financials